

# AGENDA

## WORCESTER COUNTY COMMISSIONERS

Worcester County Government Center, Room 1101, One West Market Street, Snow Hill, Maryland 21863

The public is invited to view this meeting live online at - <https://worcestercountymd.swagit.com/live>

**November 2, 2021**

	Item #
9:00 AM - Vote to Meet In Closed Session in Commissioners' Meeting Room - Room 1101 Government Center, One West Market Street, Snow Hill, Maryland	
9:01 - Closed Session: Discussion regarding the hiring of a Transfer Station Attendant in Public Works, and certain personnel matters; receiving legal advice from Counsel; and performing administrative functions	
10:00 - Call to Order, Prayer (Pastor Dale Brown), Pledge of Allegiance	
10:01 - Report on Closed Session; Review and Approval of Minutes of the October 5, 2021 Meeting	
10:05 - Commendation for Years of Service for Ken Whited, Proclamation for American Education Week, Commendations for SkillsUSA National Championships, Proclamation for National Adoption Month, and Commendation for William and Patricia McDermott	1
10:15 - Chief Administrative Officer: Consent Agenda (Housing Rehab Program Bid Request, Adolescent Clubhouse Bid Request, 911 Board Projects, Next Gen 911 Authorization, FY21 Emergency Management Performance Grants)	2-9
10:20 - Chief Administrative Officer: Administrative Matters (FY23 Board of Education CIP Presentation, FY23 County CIP Presentation and Public Hearing Request, Assignment of FY21 Fund Balance, Housing Rehab Program Inspections Fee Increase Request, Newark Spray Irrigation Engineering Modification, River Run Turnover Documents, CY22 Vehicle Bid Recommendation, CY22 Paving Bid Protest, Upcoming Board Appointments, Fire/EMS Request for Paid Response, Update on Enhanced EMS Funding)	10-18, 20-21
10:30 - Public Hearing on Disposal of Surplus of Real Estate - 0.08848± acre parcel located in the Town of Berlin	19
10:45 -	
11:00 -	
12:00 - Questions from the Press; County Commissioner's Remarks	
Lunch	
1:00 PM - Chief Administrative Officer: Administrative Matters (If Necessary)	10-18, 20-21

**AGENDAS ARE SUBJECT TO CHANGE UNTIL THE TIME OF CONVENING**

**Hearing Assistance Units Available** - see Weston Young, CAO.  
Please be thoughtful and considerate of others.  
**Turn off your cell phones & pagers during the meeting!**

## Minutes of the County Commissioners of Worcester County, Maryland

October 19, 2021

Joseph M. Mitrecic, President  
Theodore J. Elder, Vice President  
Anthony W. Bertino, Jr.  
Madison J. Bunting, Jr.  
James C. Church  
Joshua C. Nordstrom  
Diana Purnell

Following a motion by Commissioner Purnell, seconded by Commissioner Bertino, the commissioners unanimously voted to meet in closed session at 9:31 a.m. in the Commissioners' Meeting Room to discuss legal and personnel matters permitted under the provisions of Section 3-305(b)(1), (3), and (7) of the General Provisions (GP) Article of the Annotated Code of Maryland and to perform administrative functions permitted under the provisions of Section GP 3-104. Also present at the closed session were Chief Administrative Officer Weston Young, Deputy Chief Administrative Officer Joe Parker, County Attorney Roscoe Leslie, Public Information Officer Kim Moses, Human Resources Director Stacey Norton, and Recreation and Parks Director Kelly Rados. Topics discussed and actions taken included the following: rehiring Heather Sifford as a transfer station attendant within the Solid Waste Division of Public Works and certain personnel matters; considering the acquisition of real property for a public purpose; receiving legal advice from counsel; and performing administrative functions, including discussing board appointments and approving step/salary adjustments for roads workers III's and IV's to correct pay disparities.

Following a motion by Commissioner Nordstrom, seconded by Commissioner Bertino, the commissioners unanimously voted to adjourn their closed session at 9:52 a.m.

After the closed session, the commissioners reconvened in open session. Commissioner Mitrecic called the meeting to order, and following a morning prayer by Reverend Terry Fort of Whaleyville United Methodist Church and pledge of allegiance, announced the topics discussed during the morning closed session.

The commissioners reviewed and approved the open and closed session minutes of their October 5, 2021 meeting as presented.

The commissioners presented a proclamation recognizing October 25-29, 2021 as Economic Development Week to Greater Ocean City Chamber of Commerce Publications Manager Nancy Schwendeman, Ocean Pines Chamber of Commerce President and CEO Kerrie Bunting, Worcester County Economic Development Director Melanie Pursel and others. The commissioners highlighted the County's membership with the Maryland Economic Development Association (MEDA) and partnerships with the area chambers of commerce to bring jobs and capital and to promote economic development as an investment in the region and throughout all of Maryland.

The commissioners presented commendations recognizing the 2021 Volunteer Spirit of Worcester County awards recipients. James Meckley, Robin Tomaselli, and Sandra and Bill Venable were recognized in the Individual Spirit category. Shonn Williams was recognized in the Emerging Leader category, and members of the First State Detachment Marine Corps League were recognized in the Group/Team Spirit category.

The Commissioners met with Maryland Department of Transportation (MDOT) and local State Highway Administration officials to discuss County projects included in the MDOT/SHA FY22-FY27 Maryland Consolidated Transportation Program. State officials in attendance included MDOT Deputy Secretary Sean Powell, SHA Administrator Tim Smith and District #1 Engineer Jay Meredith, Regional Aviation Director Ashish Solanki, MTA Planning and Program Development Director Melissa Williams, Maryland Transit Administration Support Director Travis Johnston, MVA Administrator Christine Nizer, and others. Mr. Powell presented an overview of statewide priority projects, which include \$130,000 for preservation work at the Pocomoke State Park in Worcester County.

SHA Administrator Tim Smith reviewed local projects, including the MD Rt. 376 resurfacing project completed in March 2021 and U.S. Rt. 113 Service Road near MD Rt. 610, safety and spot improvements on MD Rt. 376 from U.S. 113 to Flower Street that is currently under construction, and upcoming resurfacing and rehabilitation projects at various County locations. He further advised that \$500,000 has been allocated for a study to address safety and evacuation concerns on the MD Rt. 90 corridor from U.S. Rt. 50 to Ocean City. Other projects include funding for a study to identify potential improvements to the existing MD Rt. 589 corridor from U.S. Rt. 50 to U.S. Rt. 113 (4.7 miles), as well as potential federal funding for asset management and accessibility for vulnerable users, specifically cyclists, pedestrians, and those traveling on scooters, to make Maryland roadways safer for everyone and to improve traffic flow.

Ms. Williams reviewed Chesapeake Bay Bridge program improvements, including the automated lane closure system to remotely alter and monitor two-way traffic, which will be completed by fall 2022, electronic tolling, and an upcoming mobile app. Mr. Johnston advised that MTA is drafting a 50-year plan for transit in Maryland and is providing FY22 operating and capital grants of \$5 million for Shore Transit and \$3.8 million for the Ocean City transit system to support transit operations, as well as \$8 million in federal relief funds for Shore Transit and \$6.8 million for the Ocean City transit system. Ms. Nizer provided an update on MVA services, specifically the online component which provides increased accessibility to customers, and she advised that the deadline to comply with federal REAL ID requirements has been extended to 2023, though Maryland currently has 83% compliance. Mr. Solanki reviewed planned aviation projects, which includes \$112,000 for fence improvements for wildlife mitigation at the Ocean City Municipal Airport.

Commissioner Mitrecic thanked Governor Larry Hogan and MDOT officials for making safety improvements to MD Rt. 90 and MD Rt. 589 top priorities.

In response to concerns raised by Commissioner Bunting Mr. Smith advised that the concept study proposed for MD Rt. 90 will identify traffic, environmental, and structural problems; however, he confirmed that the existing bridge is currently in good shape.

Commissioner Bertino expressed concern that more development is coming on MD Rt.

589, yet no real funding has been allocated for improvements for this heavily congested road in the CIP. Mr. Smith advised that the study is a placeholder to keep this project on the radar for SHA. He advised that funding is not available to expand the corridor, and future funding will be based on land use decisions made by County and State partners.

Senator Mary Beth Carozza recognized the importance of the State and local partnerships and thanked the MDOT team for their timely responses to constituent safety concerns. She then asked MDOT officials to keep moving forward with the County's priority projects.

Delegate Wayne Hartman recognized Mr. Meredith for being responsive to constituent needs, for realigning State priority projects to match the County's priority projects.

Delegate Charles Otto thanked State officials for making MD Rt. 90 a priority project, but urged them to continue moving forward with U.S. Rt. 50 Bridge improvements. Following further discussion, the commissioners thanked MDOT officials and members of the Eastern Shore Delegation for meeting with them.

Jennifer LaMade, director of planning, quality, and core services for the Health Department, and other Health Department professionals presented the commissioners with an overview of the 2021 Community Health Assessment for Worcester County. Ms. LaMade advised that the data used in the 2021 assessment is pre-pandemic, as State data lags by two years. The 2021 assessment reflects racial and gender disparities and focuses on addressing the following three priorities for the next three years: mental health, teen substance abuse, and physical inactivity.

Commissioner Bertino expressed concern that food insecurity has increased by 14% from the last survey and wondered what factors contributed to this change. In response to questions and concerns raised by Commissioner Bertino, Ms. LaMade advised that health officials conducted outreach campaigns at branch libraries, the WalMart stores, and other locations to reach populations that generally do not respond to computer surveys. At the request of Ms. LaMade, the commissioners agreed to support the Local Management Board's efforts to develop a workgroup in October, which will bring together community members interested in focusing on addressing health equity. Following some discussion, Commissioner Mitrecic thanked health officials for meeting with them.

Pursuant to the request of Snow Hill officials and upon a motion by Commissioner Nordstrom, the commissioners unanimously agreed to send a letter of support for the town's application for two Community Legacy grants through the Division of Neighborhood Revitalization to renovate properties in the historic downtown area and to install an ADA-compliant elevator in the former Peninsula Bank building on the Pocomoke River.

The commissioners reviewed and discussed various board appointments.

Upon a motion by Commissioner Bertino, the commissioners unanimously agreed to continuation of Carolyn Dryzga's appointment as a member of the Commission on Aging Board through September 30, 2023. Ms. Dryzga previously resigned from the board and later asked to recant her resignation.

Upon a motion by Commissioner Bertino, the commissioners unanimously agreed to nominate Commissioner Elder as 1<sup>st</sup> vice chair and Commissioner Nordstrom as secretary and Commissioners Church, Purnell, and Mitrecic as voting members of the Board of Directors of

the Tri-County Council (TCC) for the Lower Eastern Shore of Maryland.

Pursuant to the request of Fire Marshal Jeff McMahon and upon a motion by Commissioner Bertino, the commissioners unanimously approved an over-expenditure of \$1,981 within the FY21 budget to cover unforeseen vehicle maintenance costs for work performed for COVID-related activities in the Fire Marshal's Office.

Pursuant to the request of Public Works Director Dallas Baker and upon a motion by Commissioner Bunting, the commissioners unanimously accepted the low bid from Lane Enterprise, Inc. to include the deletion of all of the 18"-14' metal pipe (\$5,114.20), the 15"-12' metal pipe (\$3,418.56), 15"-10' metal pipe (\$1,899.20), and six pieces of 18"-20' plastic pipe (\$1,986) for a total bid price of \$36,460.92 to reflect available funding in the FY22 budget for the purchase of corrugated metal and plastic pipe to be utilized within the Roads Division of Public Works. In response to concerns raised by Commissioners Bertino and Nordstrom, Mr. Baker stated that the revised bid should be adequate to meet the immediate needs of the department, and he will work to identify additional funds within his budget to purchase the remaining pipe in the future.

Pursuant to the request of Mr. Baker and upon a motion by Commissioner Bunting, the commissioners unanimously accepted the local bid from Chesapeake Paving & Sealing, Inc. of Salisbury, Maryland for County-wide blacktop surfacing of approximately 13.20 miles (69,706 feet) of County roadway at a fixed price of \$73.50 per ton of bituminous concrete – minus the deletion of John Walter Smith Park Road for 476 tons and Sirman Drive for 188 tons – for a total estimated cost of \$998,644.50, with funds of \$1 million designated in the FY21 budget for this purpose.

Pursuant to the recommendation of Mr. Baker and the Ocean Pines Advisory Board, the commissioners unanimously agreed to amend Resolution No. 21-15, a resolution on board member expense compensation, to add the five water and wastewater advisory boards to the list of boards whose members are to be compensated at a rate of \$100 per meeting if they attend. In response to questions by Commissioner Elder, Mr. Baker advised that the boards typically meet quarterly and are struggling to attract members.

Pursuant to the recommendation of Mr. Baker and upon a motion by Commissioner Bunting, the commissioners unanimously accepted the proposal from George, Miles and Buhr (GMB) at a cost of \$40,200 to analyze the three-year flow data from all County water and wastewater systems in conjunction with the number of equivalent dwelling units (EDUs) and to evaluate system capacities to determine factors limiting full use of water and wastewater systems, such as effluent disposal limitations and excessive water consumption or storage capacity. Ultimately, GMB will establish recommendations to potentially lower and standardize the gallons per day (gpd) per EDU rates between the Sanitary Service Areas (SSAs) wherever possible.

Commissioner Purnell requested Mr. Baker investigate options to divert seasonal traffic away from Sinepuxent and Holly Grove Roads to improve safety conditions on these roads.

The Commissioners met with Environmental Programs Director and Sewer Committee representative Bob Mitchell to review a request from Mark Cropper, representing Mitch Parker (owner), for the allocation of nine EDUs of sanitary sewer service from the Mystic Harbour SSA to serve a proposed residential planned community (RPC) of nine housing units on a 4.84-acre parcel located on the northeast corner of the intersection of Stephen Decatur Highway and Snug Harbor and more specifically identified on Tax Map 33 as Parcel 298. The property is currently zoned R-2 Suburban Residential District and is designated S-1 (designated for sewer services within two years) in the County Water and Sewerage Plan, though this does not guarantee any service or obligate the provision of services in that time frame. If this request is approved, Mr. Mitchell stated that the property owner will also be required to connect to public water from the Mystic Harbour SSA.

Following some discussion and upon a motion by Commissioner Bunting, the commissioners unanimously approved Option 1, allocating nine EDUs to the property by utilizing nine EDUs from the infill and intensification category from Area 1 (north of the airport).

In response to concerns raised by Commissioner Elder regarding the extensive damage caused by vandals to Furnace Town, the commissioners conceptually agreed to help fund repair costs that are not covered by insurance.

The commissioners answered questions from the press, after which they adjourned to meet again on November 2, 2021.

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# Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103  
SNOW HILL, MARYLAND  
21863-1195

## COMMENDATION

**WHEREAS**, Maintenance Superintendent Ken Whited has contributed 15 years of dedicated service to Worcester County Government where he began his career in the Maintenance Division of Public Works on February 1, 2006; and

**WHEREAS**, throughout his career, Mr. Whited played a key role in modernizing the progressive maintenance programs for County-owned buildings and grounds and facilitated and managed building renovations, boat ramp construction, and HVAC building automation systems.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Ken Whited** for his years of devoted service to Worcester County, and we wish him a happy and healthy retirement.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of November, in the Year of Our Lord Two Thousand and Twenty-One.



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## PROCLAMATION

**WHEREAS**, in celebration of American Education Week, which runs from November 15-19, 2021, we recognize the important role each of us plays in making the Worcester County public school system a great place for area youth to learn, grow and achieve; and

**WHEREAS**, education is essential to our nation’s success, and public schools help foster the next generation by not only imparting knowledge and skills, but also the core American values of freedom, equality, kindness, and respect that youth need to flourish in all areas of life.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby proclaim November 15-19, 2021 as **American Education Week** in Worcester County and recognize our shared responsibility to provide youth with access to great public education.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of November, in the Year of Our Lord Two Thousand and Twenty-One.



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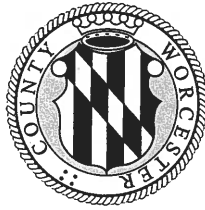
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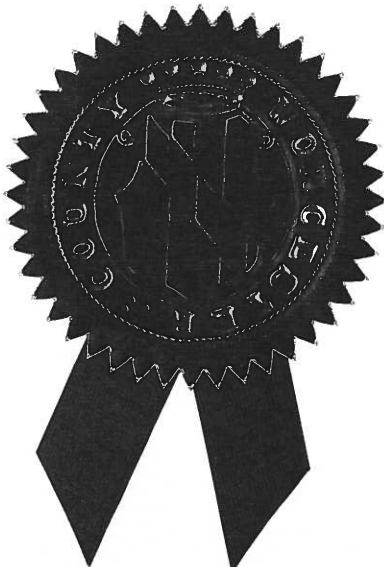
## COMMENDATION

**WHEREAS**, we commend the Worcester Technical High School (WTHS) instructors and students for representing Worcester County across the State of Maryland and the nation with such excellence that WTHS was honored with a gold award during the annual SkillsUSA National Leadership and Skills Conference for the fifth consecutive year; and

**WHEREAS**, WTHS was awarded the National Gold Level as a Chapter of Excellence during the virtual 2021 SkillsUSA Conference, which took place June 21-24, 2021.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Worcester Technical High School instructors and students** for their outstanding representation of Worcester County at the state and national level.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of November, in the Year of Our Lord Two Thousand and Twenty-One.



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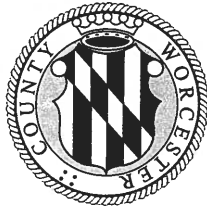
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## COMMENDATION

**WHEREAS**, Daniel Lugasi, a Worcester Technical High School student, won the gold medal in the Computer Programing category at the SkillsUSA Maryland Virtual State Championship, which took place April 12-27, 2021; and

**WHEREAS**, Mr. Lugasi’s achievement ranks him among the top performing career and educational students in Maryland for his creativity, innovation, critical thinking, and decision-making skills to solve problems.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Daniel Lugasi** for excellence in his academic and vocational pursuits.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of November, in the Year of Our Lord Two Thousand and Twenty-One.

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## COMMENDATION

**WHEREAS**, Kayla McManus, a Worcester Technical High School student, won the gold medal in the Job Skills Demo category at the SkillsUSA Maryland Virtual State Championship, which took place April 12-27, 2021; and

**WHEREAS**, Ms. McManus's achievement ranks her among the top performing career and educational students in Maryland for her creativity, innovation, critical thinking, and decision-making skills to solve problems.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Kayla McManus** for excellence in her academic and vocational pursuits.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of November, in the Year of Our Lord Two Thousand and Twenty-One.



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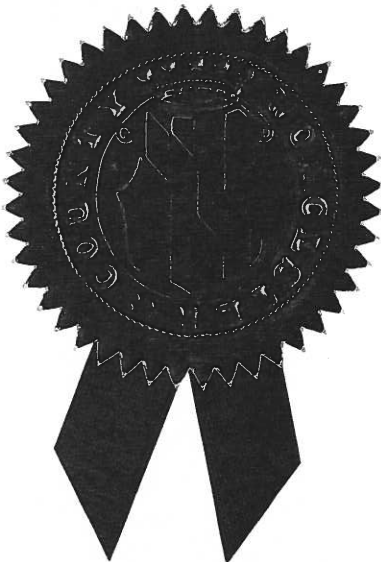
## COMMENDATION

**WHEREAS**, Worcester Technical High School students Myra Cropper and Daniel Juarez won the gold medal in the Mobile Robotics category at the SkillsUSA Maryland Virtual State Championship, which took place April 12-27, 2021; and

**WHEREAS**, the achievements of Miss Cropper and Mr. Juarez rank them among the top performing career and educational students in Maryland for their creativity, teamwork, innovation, critical thinking, and decision-making skills to solve problems.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Myra Cropper and Daniel Juarez** for excellence in their academic and vocational pursuits.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of November, in the Year of Our Lord Two Thousand and Twenty-One.



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## COMMENDATION

**WHEREAS**, Jessica Beck, a Worcester Technical High School student and state officer in SkillsUSA Maryland, won the gold medal in the Job Skills Demo category at the SkillsUSA Maryland Virtual State Championship, which took place April 12-27, 2021, and 7<sup>th</sup> place in the Virtual SkillsUSA National Championships, which took place June 21-24, 2021; and

**WHEREAS**, Ms. Beck's achievement ranks her among the top performing career and educational students in Maryland for her creativity, innovation, critical thinking, and decision-making skills to solve problems.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Jessica Beck** for excellence in her academic and vocational pursuits.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of November, in the Year of Our Lord Two Thousand and Twenty-One.



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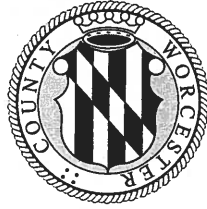
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CHIEF ADMINISTRATIVE OFFICER  
ROSCOE R. LESLIE  
COUNTY ATTORNEY

COMMISSIONERS  
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ANTHONY W. BERTINO, JR.  
MADISON J. BUNTING, JR.  
JAMES C. CHURCH  
JOSHUA C. NORDSTROM  
DIANA PURNELL

# Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103  
SNOW HILL, MARYLAND  
21863-1195

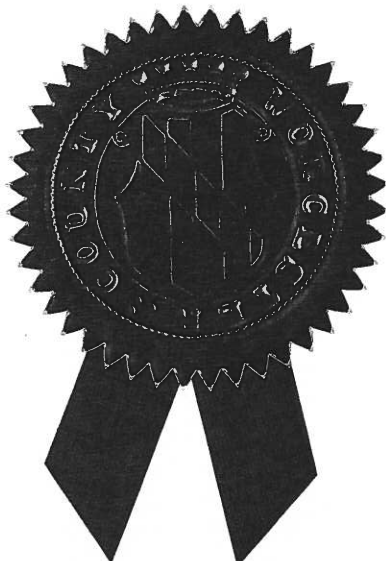
## COMMENDATION

**WHEREAS**, Worcester Technical High School students Dylan Arnold, Luke Davis, William Kozma, Aryavir Sangwan, and Jacob Yankalunas won the gold medal in the Quiz Bowl category at the SkillsUSA Maryland Virtual State Championship, which took place April 12-27, 2021; and

**WHEREAS**, the achievements of Mr. Arnold, Mr. Davis, Mr. Kozma, Mr. Sangwan, and Mr. Yankalunas rank them among the top performing career and educational students in Maryland for their creativity, teamwork, innovation, critical thinking, and decision-making skills to solve problems.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Dylan Arnold, Luke Davis, William Kozma, Aryavir Sangwan, and Jacob Yankalunas** for excellence in their academic and vocational pursuits.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of November, in the Year of Our Lord Two Thousand and Twenty-One.



\_\_\_\_\_  
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\_\_\_\_\_  
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Diana Purnell

TEL: 410-632-1194  
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## COMMENDATION

**WHEREAS**, Devin Pilarski, a Worcester Technical High School student, won the gold medal in the Welding category at the SkillsUSA Maryland Virtual State Championship, which took place April 12-27, 2021; and

**WHEREAS**, Mr. Pilarski's achievement rank him among the top performing career and educational students in Maryland for his creativity, innovation, critical thinking, and decision-making skills to solve problems.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Devin Pilarski** for excellence in his academic and vocational pursuits.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of November, in the Year of Our Lord Two Thousand and Twenty-One.

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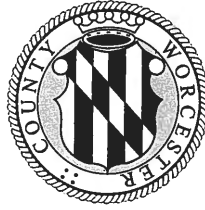
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## COMMENDATION

**WHEREAS**, Worcester Technical High School students Jakahi Blunt, Matt Burns, and Jeff Eichelberger won the gold medal in the Welding Fabrication category at the SkillsUSA Maryland Virtual State Championship, which took place April 12-27, 2021; and

**WHEREAS**, the achievements of Mr. Blunt, Mr. Burns, and Mr. Eichelberger rank them among the top performing career and educational students in Maryland for their creativity, teamwork, innovation, critical thinking, and decision-making skills to solve problems.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Jakahi Blunt, Matt Burns, and Jeff Eichelberger** for excellence in their academic and vocational pursuits.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of November, in the Year of Our Lord Two Thousand and Twenty-One.



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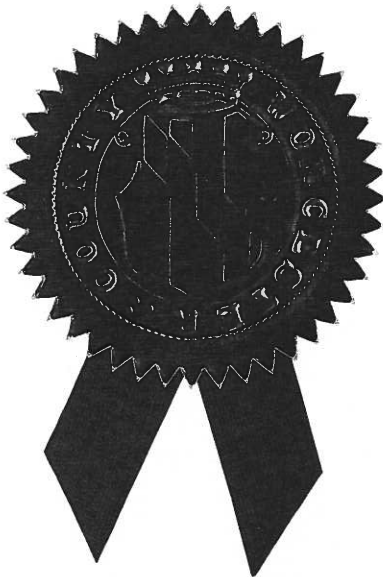
## COMMENDATION

**WHEREAS**, Ascher King, a Worcester Technical High School student, won the gold medal in the Welding Sculpture category at the SkillsUSA Maryland Virtual State Championship, which took place April 12-27, 2021; and

**WHEREAS**, Mr. King’s achievement ranks him among the top performing career and educational students in Maryland for his creativity, innovation, critical thinking, and decision-making skills to solve problems.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Ascher King** for excellence in his academic and vocational pursuits.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of November, in the Year of Our Lord Two Thousand and Twenty-One.



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## PROCLAMATION

**WHEREAS**, in honor of National Adoption Month, we recognize that every child in foster care deserves to be raised in loving families with parents who will protect, nurture, and support them; and

**WHEREAS**, the Worcester County Department of Social Services partners with families to secure the resources, support, and care that are vital to the future success of County sons and daughters who lack these foundational elements and that bring the joy of adoption to families. Disability, low income or unmarried status does not preclude the right to adopt.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby recognize November as **National Adoption Month** in Worcester County, and we extend our gratitude to the selfless men and women who remain committed to helping children find stability as valued members of forever families through adoption.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of November, in the Year of Our Lord Two Thousand and Twenty-One.



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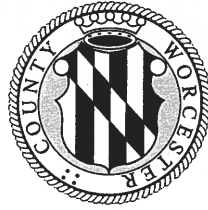
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21863-1195

## COMMENDATION

**WHEREAS**, William and Patricia McDermott have been named the 2021 Worcester County Adoptive Parents of the Year for providing a loving, caring, nurturing and permanent home environment to their adoptive daughter, Cecelia; and

**WHEREAS**, in addition to raising their two biological children, the McDermotts first welcomed then three-year-old Cecelia as a foster daughter in 2019 and adopted her in 2020. They provide warmth, empathy, and compassion to vulnerable youth and support vital family connections.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **William and Patricia McDermott** for partnering with the Worcester County Department of Social Services to provide a loving, forever home to their adoptive daughter and for fostering life locally.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of November, in the Year of Our Lord Two Thousand and Twenty-One.



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DEPARTMENT OF  
DEVELOPMENT REVIEW AND PERMITTING

**Worcester County**

GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1201  
SNOW HILL, MARYLAND 21863  
TEL:410.632.1200 / FAX: 410.632.3008  
[www.co.worcester.md.us/drp/drpindex.htm](http://www.co.worcester.md.us/drp/drpindex.htm)



ZONING DIVISION  
BUILDING DIVISION  
ADMINISTRATIVE DIVISION

DATA RESEARCH DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICES DIVISION

MEMORANDUM

To: Weston S. Young, P. E. Chief Administrative Officer  
From: Davida T. Washington, Housing Rehabilitation Program Coordinator  
Date: October 22, 2021  
RE: Housing Rehabilitation Program Bid Package

*DN*



Enclosed please find the following bid package:

- 1. General rehabilitation of a single-family home in the Snow Hill Historic District area;

This project is proposed to be funded by the County's current housing rehabilitation grant, MD-20-CD-22.

I am requesting that the County Commissioners review the package and approve it to be placed out for the competitive bidding process. I am available to discuss this item with you and the County Commissioners at your convenience.

**NOTICE TO LEAD LICENSED HOME IMPROVEMENT CONTRACTORS  
INVITATION TO BID  
Housing Rehabilitation  
Worcester County, Maryland**

The Worcester County Commissioners are currently accepting bids for rehabilitation work to be performed on a single-family home located in the Snow Hill area of Worcester County. Bid specification packages and bid forms are available to licensed Maryland Home Improvement Contractors also possessing both MDE and RRP lead contractor certifications. Packages may be picked up from the Office of the County Commissioners, Worcester County Government Center, One West Market Street - Room 1103, Snow Hill, Maryland 21863, obtained online at [www.co.worcester.md.us](http://www.co.worcester.md.us) under the "Bids" drop-down menu in the lower right hand side of the home page, or by calling the Commissioners' Office at 410-632-1194 to request a package by mail.

The projects are proposed to be funded by the Community Development Block Grant (CDBG) Program and are thus subject to all applicable Equal Opportunity and Civil Rights guidelines. **Sealed bids will be accepted until 1:00 p.m. on Monday, November 22, 2021** in the Office of the County Commissioners at the above address at which time they will be opened and publicly read aloud. Envelopes shall be marked "**Housing Rehabilitation Bid – Snow Hill – November 22, 2021**" in the lower left-hand corner. Bids will be reviewed by staff and awarded by the County Commissioners at a future meeting. In awarding the bids, the Commissioners reserve the right to reject any and all bids, waive formalities, informalities and technicalities therein, and to take whatever bids they determine to be in the best interest of the County considering lowest or best bid, quality of goods and work, time of delivery or completion, responsibility of bidders being considered, previous experience of bidders with County contracts, or any other factors they deem appropriate.

All inquiries regarding the bid specifications shall be directed to the Housing Program Inspector, Dave Walter, at 410-603-4096. All other inquiries shall be directed to Jennifer Keener, Director, at 410-632-1200.

WORCESTER COUNTY IS REQUESTING QUOTATIONS FROM QUALIFIED CONTRACTORS FOR REPAIRS TO:

PROPERTY OF: **Mary de Saint Hippolyte**  
ADDRESS: **204 South Morris St.**  
**Snow Hill, MD 21863**  
TELEPHONE: **443-210-0021**

TOTAL QUOTE: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

NO QUOTATIONS AFTER: November 22, 2021

PART ONE: GENERAL CONDITIONS

PART TWO: SCOPE OF WORK

PART ONE – GENERAL CONDITIONS

- 1) The Contractor shall coordinate all work in progress with the homeowner so as not to severely disrupt living conditions. Inside work which is disruptive, or displaces the use of the kitchen, bathroom, or bedrooms, shall be pursued continuously on normal working days.
- 2) The Contractor shall be responsible for removing and replacing furniture and other articles, to and from other storage areas on premises, as needed to allow work space or to protect such possessions. Provide plastic film protection over all furniture (if not removed), carpets, finished floors, etc. – also install film at doorways as required.
- 3) The Contractor shall remove all excess material, construction debris, and other existing debris and material specified herein, to an approved dumpsite off premises. Work area shall be broom swept at the end of each work day.
- 4) The Contractor shall contact the Program Inspector or Housing Administrator for direction in the event that coordination or clarification problems arise with the homeowner or other contractors.
- 5) The Contractor shall coordinate closely with the homeowner as to which possessions are considered “junk and debris” and which are valuable before hauling anything away.
- 6) The Contractor shall leave all work areas on the premises in a neat and clean condition, and shall instruct the homeowner in the care and use of all installed equipment and appliances. Owner’s manuals and warranty booklets are to be provided to the homeowner for all applicable equipment, appliances, and materials.
- 7) The Contractor shall not undertake or engage in any additional work intended to be billed to the Program as an “extra” or as additional cost to the original contract without a written change order signed by the Program Inspector, Housing Administrator, and homeowner. A written change order as outlined above is also

## ITEM 2

required for substitutions or additions to the original scope of work not involving additional costs.

- 8) The Contractor shall obtain and pay for all building, plumbing, electrical, well, septic and other permits required for specified work.
- 9) The Contractor shall call for all inspections required by County law as well as inspections to receive draw payments and any special inspections required by the Program Inspector. All work shall conform to code.
- 10) All of the above general conditions shall be adhered to unless otherwise specifically described in the following scope of work.

### Bid Submission Checklist

- Contractor Qualification Form
- Contractor Conflict of Interest Disclosure Form
- Bid Form- on your company letterhead using Worcester format
- Scope of Work with Line Item Breakdown- all lines completed and total price
- Section 3 Compliance Bid Form \* if you are not a Section 3 employer and expect no new hires, check 3<sup>rd</sup> option and enter "0" new employees
- Section 3 Business Certification \* if you are not Section 3 employer check bottom option; unable to certify
- Attended Pre-bid meeting: \_\_\_\_ Required  X  Not Required
- Signed Bid Submission Checklist

---

 Signature

Date

Please check off items submitted above, sign and include this checklist with your submission package. If you have any questions as to if a previously submitted Contractor Qualification Form has expired, please contact Davida Washington at 410-632-1200, ext. 1171. Bids submitted with no Contractor Qualification form on file dated within the past 6 months may not be considered. Please note HUD 4010 enclosed for informational purposes; Davis Bacon is not required for this project.

**WORCESTER COUNTY HOUSING REHABILITATION PROGRAM  
CONTRACTOR QUALIFICATION FORM**

Contractor \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone Number \_\_\_\_\_

Federal I.D. or S.S. # \_\_\_\_\_

Insurance Company, Agent, & Coverages: \_\_\_\_\_  
\_\_\_\_\_

List of Company Officers: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List of Licenses Currently Held:

\_\_\_\_\_ MHIC Number \_\_\_\_\_ Exp. Date

\_\_\_\_\_ MBR Number \_\_\_\_\_ Exp. Date

\_\_\_\_\_ MDE Lead Cert. \_\_\_\_\_ Exp. Date

\_\_\_\_\_ EPA Lead Cert. \_\_\_\_\_ Exp. Date

Trade References (2)

\_\_\_\_\_ Name \_\_\_\_\_ Phone

\_\_\_\_\_ Name \_\_\_\_\_ Phone

Client References (2)

\_\_\_\_\_ Name \_\_\_\_\_ Phone

\_\_\_\_\_ Name \_\_\_\_\_ Phone

Is contractor in a State of Bankruptcy? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is contractor on HUD's debarred list? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is contractor any of the following? (not required to qualify)

\_\_\_\_\_ Minority Business Enterprise

\_\_\_\_\_ Women's Business Enterprise

\_\_\_\_\_ Disadvantaged Business Enterprise

\_\_\_\_\_ Section 3 Employer

**Contractor Conflict of Interest Disclosure**

All businesses submitting bids for projects and activities which include funding through the Maryland Community Development Block Grant Program must disclose any potential conflict of interest. A conflict of interest may occur if the business owner/principals are related to or have a business relationship with an employee, officer or elected official of **Worcester County**. If it is determined there is a conflict of interest or potential conflict of interest, you may not be selected even if your bid is determined to be the lowest, most qualified. The **County** can request for the State of Maryland CDBG Program to review and make a determination which could result in a waiver allowing for approval.

1. Are owner(s)/principal(s) ever been an employee, agent, consultant, officer, elected official or appointed official of \_\_\_\_\_?  Yes  No  
If yes, please identify: \_\_\_\_\_
  
2. Are owner(s)/principal(s) related (including through marriage or domestic partnership) to an employee, agent, consultant, officer, elected or appointed official of \_\_\_\_\_?  Yes  No If yes, please identify: \_\_\_\_\_
  
3. Do owner(s)/principal(s) have a business or professional relationship with anyone identified under Question #1?  Yes  No  
If yes, please identify: \_\_\_\_\_

I/We certify that the above information is true and correct. I/We understand that providing false statements or information is grounds for termination of assistance and is punishable under federal law.

Signed: \_\_\_\_\_  
Date: \_\_\_\_\_

Name: \_\_\_\_\_ (Print)

Signed: \_\_\_\_\_  
Date: \_\_\_\_\_

Name: \_\_\_\_\_ (Print)

*\*For all non-construction contracts and for single family housing rehabilitation only  
9/2017*

**For Grantee Use Only:**

<b>CDBG Grant Number:</b>		<b>Date Received:</b>
<input type="checkbox"/> <b>Conflict of Interest does not exist</b>		<input type="checkbox"/> <b>Conflict of Interest exists</b>
<b>Date Sent to State:</b>	<input type="checkbox"/> <b>Waiver Granted</b>	<input type="checkbox"/> <b>Waiver Denied</b>

**SECTION 3 CLAUSE**

All Section 3 covered contracts shall include the following clause (referred to as the "Section 3 Clause"):

A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, [12 U.S.C. 1701u](#) (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected by before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

MARYLAND CDBG PROGRAM | PROCUREMENT

SECTION 3 COMPLIANCE BID FORM

Name of Business: \_\_\_\_\_

Address of Business: \_\_\_\_\_

Type of Business:      \_\_ Corporation   \_\_ Partnership   \_\_ Sole Proprietorship   \_\_ Other

Business Activity: \_\_\_\_\_

\_\_\_\_\_ I am certified as a Section 3 Business. I have attached a Section 3 Business Certification.

OR

\_\_\_\_\_ I will subcontract 25% of the contract amount to one or more certified Section 3 Businesses. I have attached Section 3 Business Certifications for selected subcontractors.

OR

\_\_\_\_\_ I anticipate hiring \_\_\_\_\_ new employees under this contract, if awarded. I understand that if any new hires are required under this contract, I will need to comply with Section 3 hiring requirements.

I attest that the above information is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## Federal Labor Standards Provisions

U.S. Department of Housing  
and Urban Development  
Office of Labor Relations**Applicability**

The Project or Program to which the construction work covered by this contract pertains is being assisted by the United States of America and the following Federal Labor Standards Provisions are included in this Contract pursuant to the provisions applicable to such Federal assistance.

**A. 1. (i) Minimum Wages.** All laborers and mechanics employed or working upon the site of the work, will be paid unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account (except such payroll deductions as are permitted by regulations issued by the Secretary of Labor under the Copeland Act (29 CFR Part 3), the full amount of wages and bona fide fringe benefits (or cash equivalents thereof) due at time of payment computed at rates not less than those contained in the wage determination of the Secretary of Labor which is attached hereto and made a part hereof, regardless of any contractual relationship which may be alleged to exist between the contractor and such laborers and mechanics. Contributions made or costs reasonably anticipated for bona fide fringe benefits under Section 1(b)(2) of the Davis-Bacon Act on behalf of laborers or mechanics are considered wages paid to such laborers or mechanics, subject to the provisions of 29 CFR 5.5(a)(1)(iv); also, regular contributions made or costs incurred for more than a weekly period (but not less often than quarterly) under plans, funds, or programs, which cover the particular weekly period, are deemed to be constructively made or incurred during such weekly period.

Such laborers and mechanics shall be paid the appropriate wage rate and fringe benefits on the wage determination for the classification of work actually performed, without regard to skill, except as provided in 29 CFR 5.5(a)(4). Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein: Provided, That the employer's payroll records accurately set forth the time spent in each classification in which work is performed. The wage determination (including any additional classification and wage rates conformed under 29 CFR 5.5(a)(1)(ii) and the Davis-Bacon poster (WH-1321) shall be posted at all times by the contractor and its subcontractors at the site of the work in a prominent and accessible, place where it can be easily seen by the workers.

(ii) (a) Any class of laborers or mechanics which is not listed in the wage determination and which is to be employed under the contract shall be classified in conformance with the wage determination. HUD shall approve an additional classification and wage rate and fringe benefits therefor only when the following criteria have been met:

(1) The work to be performed by the classification requested is not performed by a classification in the wage determination; and

(2) The classification is utilized in the area by the construction industry; and

(3) The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination.

(b) If the contractor and the laborers and mechanics to be employed in the classification (if known), or their representatives, and HUD or its designee agree on the classification and wage rate (including the amount designated for fringe benefits where appropriate), a report of the action taken shall be sent by HUD or its designee to the Administrator of the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, Washington, D.C. 20210. The Administrator, or an authorized representative, will approve, modify, or disapprove every additional classification action within 30 days of receipt and so advise HUD or its designee or will notify HUD or its designee within the 30-day period that additional time is necessary. (Approved by the Office of Management and Budget under OMB control number 1215-0140.)

(c) In the event the contractor, the laborers or mechanics to be employed in the classification or their representatives, and HUD or its designee do not agree on the proposed classification and wage rate (including the amount designated for fringe benefits, where appropriate), HUD or its designee shall refer the questions, including the views of all interested parties and the recommendation of HUD or its designee, to the Administrator for determination. The Administrator, or an authorized representative, will issue a determination within 30 days of receipt and so advise HUD or its designee or will notify HUD or its designee within the 30-day period that additional time is necessary. (Approved by the Office of Management and Budget under OMB Control Number 1215-0140.)

(d) The wage rate (including fringe benefits where appropriate) determined pursuant to subparagraphs (1)(ii)(b) or (c) of this paragraph, shall be paid to all workers performing work in the classification under this contract from the first day on which work is performed in the classification.

(iii) Whenever the minimum wage rate prescribed in the contract for a class of laborers or mechanics includes a fringe benefit which is not expressed as an hourly rate, the contractor shall either pay the benefit as stated in the wage determination or shall pay another bona fide fringe benefit or an hourly cash equivalent thereof.

(iv) If the contractor does not make payments to a trustee or other third person, the contractor may consider as part

of the wages of any laborer or mechanic the amount of any costs reasonably anticipated in providing bona fide fringe benefits under a plan or program, Provided, That the Secretary of Labor has found, upon the written request of the contractor, that the applicable standards of the Davis-Bacon Act have been met. The Secretary of Labor may require the contractor to set aside in a separate account assets for the meeting of obligations under the plan or program. (Approved by the Office of Management and Budget under OMB Control Number 1215-0140.)

**2. Withholding.** HUD or its designee shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld from the contractor under this contract or any other Federal contract with the same prime contractor, or any other Federally-assisted contract subject to Davis-Bacon prevailing wage requirements, which is held by the same prime contractor so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics, including apprentices, trainees and helpers, employed by the contractor or any subcontractor the full amount of wages required by the contract. In the event of failure to pay any laborer or mechanic, including any apprentice, trainee or helper, employed or working on the site of the work, all or part of the wages required by the contract, HUD or its designee may, after written notice to the contractor, sponsor, applicant, or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds until such violations have ceased. HUD or its designee may, after written notice to the contractor, disburse such amounts withheld for and on account of the contractor or subcontractor to the respective employees to whom they are due. The Comptroller General shall make such disbursements in the case of direct Davis-Bacon Act contracts.

**3. (i) Payrolls and basic records.** Payrolls and basic records relating thereto shall be maintained by the contractor during the course of the work preserved for a period of three years thereafter for all laborers and mechanics working at the site of the work. Such records shall contain the name, address, and social security number of each such worker, his or her correct classification, hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in Section 1(b)(2)(B) of the Davis-bacon Act), daily and weekly number of hours worked, deductions made and actual wages paid. Whenever the Secretary of Labor has found under 29 CFR 5.5 (a)(1)(iv) that the wages of any laborer or mechanic include the amount of any costs reasonably anticipated in providing benefits under a plan or program described in Section 1(b)(2)(B) of the Davis-Bacon Act, the contractor shall maintain records which show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, and that the plan or program has been

communicated in writing to the laborers or mechanics affected, and records which show the costs anticipated or the actual cost incurred in providing such benefits. Contractors employing apprentices or trainees under approved programs shall maintain written evidence of the registration of apprenticeship programs and certification of trainee programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs. (Approved by the Office of Management and Budget under OMB Control Numbers 1215-0140 and 1215-0017.)

(ii) (a) The contractor shall submit weekly for each week in which any contract work is performed a copy of all payrolls to HUD or its designee if the agency is a party to the contract, but if the agency is not such a party, the contractor will submit the payrolls to the applicant sponsor, or owner, as the case may be, for transmission to HUD or its designee. The payrolls submitted shall set out accurately and completely all of the information required to be maintained under 29 CFR 5.5(a)(3)(i) except that full social security numbers and home addresses shall not be included on weekly transmittals. Instead the payrolls shall only need to include an individually identifying number for each employee (e.g., the last four digits of the employee's social security number). The required weekly payroll information may be submitted in any form desired. Optional Form WH-347 is available for this purpose from the Wage and Hour Division Web site at <http://www.dol.gov/esa/whd/forms/wh347instr.htm> or its successor site. The prime contractor is responsible for the submission of copies of payrolls by all subcontractors. Contractors and subcontractors shall maintain the full social security number and current address of each covered worker, and shall provide them upon request to HUD or its designee if the agency is a party to the contract, but if the agency is not such a party, the contractor will submit the payrolls to the applicant sponsor, or owner, as the case may be, for transmission to HUD or its designee, the contractor, or the Wage and Hour Division of the Department of Labor for purposes of an investigation or audit of compliance with prevailing wage requirements. It is not a violation of this subparagraph for a prime contractor to require a subcontractor to provide addresses and social security numbers to the prime contractor for its own records, without weekly submission to HUD or its designee. (Approved by the Office of Management and Budget under OMB Control Number 1215-0149.)

(b) Each payroll submitted shall be accompanied by a "Statement of Compliance," signed by the contractor or subcontractor or his or her agent who pays or supervises the payment of the persons employed under the contract and shall certify the following:

(1) That the payroll for the payroll period contains the information required to be provided under 29 CFR 5.5 (a)(3)(ii), the appropriate information is being maintained under 29 CFR 5.5(a)(3)(i), and that such information is correct and complete;

(2) That each laborer or mechanic (including each helper, apprentice, and trainee) employed on the contract during the payroll period has been paid the full weekly wages earned, without rebate, either directly or indirectly, and that no deductions have been made either directly or indirectly from the full wages earned, other than permissible deductions as set forth in 29 CFR Part 3;

(3) That each laborer or mechanic has been paid not less than the applicable wage rates and fringe benefits or cash equivalents for the classification of work performed, as specified in the applicable wage determination incorporated into the contract.

(c) The weekly submission of a properly executed certification set forth on the reverse side of Optional Form WH-347 shall satisfy the requirement for submission of the "Statement of Compliance" required by subparagraph A.3.(ii)(b).

(d) The falsification of any of the above certifications may subject the contractor or subcontractor to civil or criminal prosecution under Section 1001 of Title 18 and Section 231 of Title 31 of the United States Code.

(iii) The contractor or subcontractor shall make the records required under subparagraph A.3.(i) available for inspection, copying, or transcription by authorized representatives of HUD or its designee or the Department of Labor, and shall permit such representatives to interview employees during working hours on the job. If the contractor or subcontractor fails to submit the required records or to make them available, HUD or its designee may, after written notice to the contractor, sponsor, applicant or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds. Furthermore, failure to submit the required records upon request or to make such records available may be grounds for debarment action pursuant to 29 CFR 5.12.

#### 4. Apprentices and Trainees.

(i) **Apprentices.** Apprentices will be permitted to work at less than the predetermined rate for the work they performed when they are employed pursuant to and individually registered in a bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship Training, Employer and Labor Services, or with a State Apprenticeship Agency recognized by the Office, or if a person is employed in his or her first 90 days of probationary employment as an apprentice in such an apprenticeship program, who is not individually registered in the program, but who has been certified by the Office of Apprenticeship Training, Employer and Labor Services or a State Apprenticeship Agency (where appropriate) to be eligible for probationary employment as an apprentice. The allowable ratio of apprentices to journeymen on the job site in any craft classification shall not be greater than the ratio permitted to the contractor as to the entire work force under the registered program. Any worker listed on a payroll at an apprentice wage rate, who

is not registered or otherwise employed as stated above, shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any apprentice performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. Where a contractor is performing construction on a project in a locality other than that in which its program is registered, the ratios and wage rates (expressed in percentages of the journeyman's hourly rate) specified in the contractor's or subcontractor's registered program shall be observed. Every apprentice must be paid at not less than the rate specified in the registered program for the apprentice's level of progress, expressed as a percentage of the journeymen hourly rate specified in the applicable wage determination. Apprentices shall be paid fringe benefits in accordance with the provisions of the apprenticeship program. If the apprenticeship program does not specify fringe benefits, apprentices must be paid the full amount of fringe benefits listed on the wage determination for the applicable classification. If the Administrator determines that a different practice prevails for the applicable apprentice classification, fringes shall be paid in accordance with that determination. In the event the Office of Apprenticeship Training, Employer and Labor Services, or a State Apprenticeship Agency recognized by the Office, withdraws approval of an apprenticeship program, the contractor will no longer be permitted to utilize apprentices at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

(ii) **Trainees.** Except as provided in 29 CFR 5.16, trainees will not be permitted to work at less than the predetermined rate for the work performed unless they are employed pursuant to and individually registered in a program which has received prior approval, evidenced by formal certification by the U.S. Department of Labor, Employment and Training Administration. The ratio of trainees to journeymen on the job site shall not be greater than permitted under the plan approved by the Employment and Training Administration. Every trainee must be paid at not less than the rate specified in the approved program for the trainee's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage determination. Trainees shall be paid fringe benefits in accordance with the provisions of the trainee program. If the trainee program does not mention fringe benefits, trainees shall be paid the full amount of fringe benefits listed on the wage determination unless the Administrator of the Wage and Hour Division determines that there is an apprenticeship program associated with the corresponding journeyman wage rate on the wage determination which provides for less than full fringe benefits for apprentices. Any employee listed on the payroll at a trainee rate who is not registered and participating in a training plan approved by

the Employment and Training Administration shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. In addition, any trainee performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. In the event the Employment and Training Administration withdraws approval of a training program, the contractor will no longer be permitted to utilize trainees at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

(iii) **Equal employment opportunity.** The utilization of apprentices, trainees and journeymen under 29 CFR Part 5 shall be in conformity with the equal employment opportunity requirements of Executive Order 11246, as amended, and 29 CFR Part 30.

**5. Compliance with Copeland Act requirements.** The contractor shall comply with the requirements of 29 CFR Part 3 which are incorporated by reference in this contract

**6. Subcontracts.** The contractor or subcontractor will insert in any subcontracts the clauses contained in subparagraphs 1 through 11 in this paragraph A and such other clauses as HUD or its designee may by appropriate instructions require, and a copy of the applicable prevailing wage decision, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all the contract clauses in this paragraph.

**7. Contract termination; debarment.** A breach of the contract clauses in 29 CFR 5.5 may be grounds for termination of the contract and for debarment as a contractor and a subcontractor as provided in 29 CFR 5.12.

**8. Compliance with Davis-Bacon and Related Act Requirements.** All rulings and interpretations of the Davis-Bacon and Related Acts contained in 29 CFR Parts 1, 3, and 5 are herein incorporated by reference in this contract

**9. Disputes concerning labor standards.** Disputes arising out of the labor standards provisions of this contract shall not be subject to the general disputes clause of this contract. Such disputes shall be resolved in accordance with the procedures of the Department of Labor set forth in 29 CFR Parts 5, 6, and 7. Disputes within the meaning of this clause include disputes between the contractor (or any of its subcontractors) and HUD or its designee, the U.S. Department of Labor, or the employees or their representatives.

**10. (i) Certification of Eligibility.** By entering into this contract the contractor certifies that neither it (nor he or she) nor any person or firm who has an interest in the contractor's firm is a person or firm ineligible to be awarded Government contracts by virtue of Section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1) or to be

awarded HUD contracts or participate in HUD programs pursuant to 24 CFR Part 24.

(ii) No part of this contract shall be subcontracted to any person or firm ineligible for award of a Government contract by virtue of Section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1) or to be awarded HUD contracts or participate in HUD programs pursuant to 24 CFR Part 24.

(iii) The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001. Additionally, U.S. Criminal Code, Section 1 01 0, Title 18, U.S.C., "Federal Housing Administration transactions", provides in part: "Whoever, for the purpose of . . . influencing in any way the action of such Administration..... makes, utters or publishes any statement knowing the same to be false..... shall be fined not more than \$5,000 or imprisoned not more than two years, or both."

**11. Complaints, Proceedings, or Testimony by Employees.** No laborer or mechanic to whom the wage, salary, or other labor standards provisions of this Contract are applicable shall be discharged or in any other manner discriminated against by the Contractor or any subcontractor because such employee has filed any complaint or instituted or caused to be instituted any proceeding or has testified or is about to testify in any proceeding under or relating to the labor standards applicable under this Contract to his employer.

**B. Contract Work Hours and Safety Standards Act.** The provisions of this paragraph B are applicable where the amount of the prime contract exceeds \$100,000. As used in this paragraph, the terms "laborers" and "mechanics" include watchmen and guards.

(1) **Overtime requirements.** No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which the individual is employed on such work to work in excess of 40 hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of 40 hours in such workweek.

(2) **Violation; liability for unpaid wages; liquidated damages.** In the event of any violation of the clause set forth in subparagraph (1) of this paragraph, the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in subparagraph (1) of this paragraph, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of 40 hours without payment of the overtime wages required by the clause set forth in subparagraph (1) of this paragraph.

**(3) Withholding for unpaid wages and liquidated damages.** HUD or its designee shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contract, or any other Federally-assisted contract subject to the Contract Work Hours and Safety Standards Act which is held by the same prime contractor such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in subparagraph (2) of this paragraph.

**(4) Subcontracts.** The contractor or subcontractor shall insert in any subcontracts the clauses set forth in subparagraph (1) through (4) of this paragraph and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in subparagraphs (1) through (4) of this paragraph.

**C. Health and Safety.** The provisions of this paragraph C are applicable where the amount of the prime contract exceeds \$100,000.

**(1)** No laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to his health and safety as determined under construction safety and health standards promulgated by the Secretary of Labor by regulation.

**(2)** The Contractor shall comply with all regulations issued by the Secretary of Labor pursuant to Title 29 Part 1926 and failure to comply may result in imposition of sanctions pursuant to the Contract Work Hours and Safety Standards Act, (Public Law 91-54, 83 Stat 96). 40 USC 3701 et seq.

**(3)** The contractor shall include the provisions of this paragraph in every subcontract so that such provisions will be binding on each subcontractor. The contractor shall take such action with respect to any subcontractor as the Secretary of Housing and Urban Development or the Secretary of Labor shall direct as a means of enforcing such provisions.

**WORCESTER COUNTY HOUSING REHABILITATION PROGRAM****GENERAL SPECIFICATIONS**

These specifications cover general items of information relating to this bid solicitation. Detailed specifications for the home to be rehabilitated is attached. Bids will be accepted until 1:00 p.m. on Monday, November 22, 2021 at the Worcester County Commissioners Office, Room 1103, One West Market Street, Snow Hill, Maryland 21863 at which time they will be opened and read aloud. General telephone inquiries may be directed to Jennifer Keener, Director, at 410-632-1200. Questions of a technical nature may be directed to the Program Inspector, Dave Walter, at 410-603-4096. Bids may be mailed or delivered in person. Faxed bids are not acceptable. Bids must be clearly marked "Housing Rehabilitation Bid – Snow Hill – November 22, 2021". Each bid must be signed and dated.

Contractor qualifications: Any contractor who has not submitted a Contractor Qualification form to the Program within the past six (6) months must complete and return the enclosed form. Contractors for this project must be a licensed Maryland Home Improvement Contractor with both MDE and RRP lead contractor certifications. Contractor must also possess active liability insurance (\$100,000/\$300,000 for personal injury and \$50,000/\$100,000 for property damage).

Completion of job: Contractors are expected to commence work within thirty (30) days of the issuance of the Notice To Proceed. Work must be completed within sixty (60) days of commencement of job. If anticipated start date and completion schedule is different than outlined above, please write estimated dates on enclosed Bid Form.

Contracting Policy: Attached to this bid is a copy of the Rehabilitation Program Guidelines. Contractors are urged to read this document carefully.

**ATTENTION: THIS BID FORM MUST BE REPRODUCED ON YOUR COMPANY LETTERHEAD AND BE SUBMITTED WITH YOUR BID PACKAGE. ALL PAGES OF WORK SCOPE WITH LINE ITEM PRICING DETAIL MUST BE INCLUDED. ANY MISSING INFO OR WORDING MAY DISQUALIFY YOUR BID. THE BID PACKAGE IS ALSO AVAILABLE ON-LINE AT [www.co.worcester.md.us](http://www.co.worcester.md.us)**

**BID FORM**

**\*must be signed to be valid**

**Property of Mary de Saint Hippolyte  
204 South Morris St.  
Snow Hill, MD 21863**

I have reviewed the specifications and provisions for rehabilitation work on the above referenced property and understand said requirements. I hereby propose to perform this work for the total price of:

Total Quote : \$ \_\_\_\_\_

Date Available To Start: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number(s)

\_\_\_\_\_  
MHIC license #                      Exp. Date

\_\_\_\_\_  
MDE Lead Cert.#                      Exp. Date

\_\_\_\_\_  
RRP Lead #                              Exp. Date

\*Permits will be required to be obtained from the Town of Snow Hill for this project.

PROJECT: Mary De Saint Hippolyte

DATE: 07-12-2021/ 10-20-2021

ADDRESS: 204 South Morris Street

Snow Hill, MD 21863

PHONE: 443-210-0021

## SCOPE OF WORK

**A: Contractor to obtain all necessary permits. Remove existing roof shingles, felt paper underlayment, drip edge, and all flashings. Remove gutters and downspouts. Remove exterior door at flat roof area. Door to be replaced with new insulated steel door unit, same style and size, with new Kwikset or equal lockset. Door to have metal sill pan installed and flanges caulked and flex tap sealed. Door is to be painted two (2) coats of exterior graded paint. Remove water damaged flat roof at left side of house, including membrane, flashing, and all water damaged framing. Provide and install new thirty pound felt paper underlayment, or better. Provide and install new white wide drip edge at all eaves and rakes. Provide and install ice and water shield at all eaves and rake edges as well at any valleys and at all roof and wall junctions. Provide and install new thirty year architectural shingles per manufacturer's installation instructions. Provide and install roof ridge venting with ridge caps as necessary. Provide and install new plumbing vent boots as required. Properly flash all existing chimneys. Replace any and all water damaged framing materials and roof decking with like sized materials. Install new single ply, membrane roof with all necessary flashings and proper slope away from house walls. Install new white continuous gutters and downspouts. Splash blocks to be installed at all downspouts. Haul away all construction debris.**

**PRICE:** \_\_\_\_\_

**B: Remove approximately 400 SF of damaged plaster walls at various locations throughout the interior of the house. Remove exterior siding as necessary for wall sheathing replacement. Replace with 7/16" OSB wall sheathing. Replace all water damaged framing. Install ½" drywall. Drywall is to be glued and screwed, taped with three (3) coats of drywall compound and finished to a smooth paintable surface. Remove existing finish flooring and water damaged subflooring in kitchen area. Replace with like sized plywood. Provide and install new builder grade vinyl sheet goods finish flooring over ¼" lauan underlayment. Install all necessary window and door trim as well as floor base trim. Trim is to match existing as close as possible. All work to be painted two coats, owner choice of colors.**

**PRICE:** \_\_\_\_\_

**C: Contractor to have licensed and qualified electrician inspect existing electrical panels for double tapped breakers and possible incorrect wiring size and breaker connections. Install missing panel box**

cover door. Make necessary repairs to wall outlets and switches not working properly in living room and bedroom. Install GFCI outlets in kitchen, bathrooms, and exterior per current Code. Install smoke detectors throughout the house to meet current Code. Battery operated units will be acceptable if hard wiring for new units would be impracticable or impossible without extensive rework. Install six (6) new EBB floor units in bedrooms with no heat currently, and repair or replace existing units not currently working. Contractor is to provide and install one (1) new ½ HP kitchen garbage disposal, Insinkerator or equal with all necessary electrical and plumbing connections. Contractor is to supply and install one (1) builder grade refrigerator and one (1) builder grade standard 30" gas range, with anti-tip foot per manufacturer's instructions.

**PRICE:** \_\_\_\_\_

**D:** Remove existing second floor bathroom tub/shower unit. Make any necessary framing repairs for installation of new four piece fiberglass tub/shower unit. Provide and install new shower faucet assembly, Moen Chateau or equal. Provide and install plumbing water supply and waste connections as necessary for new tub/shower. Contractor to make drywall repairs as necessary for new tub/shower installation. Painting all new work two (2) coats, color choice by owner. Contractor is to supply and install one (1) builder grade ceiling exhaust fan/light combination, and vent it to the exterior. Secure interior stairway hand railing and guard railing. Provide and install one (1) interior pre-hung lauan swing door unit at first floor bathroom. Install new lockset. Paint new door at all six sides, two (2) coats.

**PRICE:** \_\_\_\_\_

**E:** Contractor to remove sashes in twenty six (26) existing windows for installation of twenty-six new replacement windows. Replacement windows are to be white vinyl, Low-E Argon gas filled units. Window frames and trim to be painted after and per lead paint report assessment. Window style may have to meet local Historical Society and the Town of Snow Hill requirements: The new windows should follow the existing grid pattern of the windows currently installed, the grids should be on the outside of the windows, and the windows should have simulated divided light. Remove existing 6068 sliding glass door at left side of house, off kitchen. Install door sill pan. Provide and install one (1) builder grade 6068 vinyl sliding glass door. Door to be white, Low-E Argon gas filled, insulated glass unit. Door is to be caulked and edges flanges taped with flex sealing tape. Gaps between door frame and framing are to be sealed with low expanding foam sealant. Trim interior and exterior of new unit to match existing as close as possible. Painting of new trim, two (2) coats, color choice by owner

**PRICE:** \_\_\_\_\_

**F:** Remove front damaged front porch T&G flooring, approximately four (4) SF. Install new T&G boards to match existing. Remove damaged fascia and soffit at front porch and at second floor both sides. Install matching fascia and soffits. Replace all damaged aluminum fascia and vinyl soffit, at rear of house on additions. Install white vinyl soffit at front porch ceiling and white aluminum wrap to cover areas as noted in lead paint inspection report. This house is located in a Historical Area. Remove damaged fiber cement siding shingles at left side of house, approximately one (1) square. Provide and

install matching new fiber cement siding shingles over house wrap. Make vinyl siding repairs as necessary at left side and rear. Siding to match existing as close as possible and be installed over house wrap and installed with all necessary trim pieces. Trim all trees touching or hanging over roof area and siding.

**G: Lead paint items:** See attached Debra Hall Lead Risk Assessment report and diagrams for reference and guidance.

**General Conditions & Procedures to be followed for all LBP Work:**

1. This is a Lead Abatement project, the MHIC licensed general contractor must be EPA certified and Maryland Department of the Environment accredited as a Removal and Demolition contractor, and be able to prove current Lead paint training for all workers on site.
2. This is an owner occupied dwelling. The dwelling will NOT be empty nor vacated during the course of work. The owner may or may not be present in the dwelling during normal business hours. The contractor should not allow the owner to be present during LBP activities. Any window sash repairs or restoration work not performed in place should be completed off site if possible, to help prevent site contamination.
3. Use all applicable LBP training to perform the scope of work according to EPA and Maryland regulations. Get a receipt for the copy of Renovate Right that you distribute to your client prior to the start of work and maintain all administrative records required by the EPA. Post your lead paint Warning signs. HEPA clean individual interior work areas, as you go. Use an appropriate level of PPE when conducting abatement activities. Protect the grounds around the dwelling from paint chip deposits.
4. Post-renovation dust wipes are expected to be gathered for the purpose of establishing that Clearance levels have been reached, and that no hazardous lead dust is present as a result of the Abatement activities. The Contractor must notify the Lead Risk Assessor in advance to schedule the timing of the gathering of these dust wipes. Initial costs of testing are covered by the program. Any subsequent HEPA cleaning and retesting due to a sample failure will be paid for by the contractor. Final draw will not be released until after clearance is achieved

**PRICE:** \_\_\_\_\_

**H: Current termite activity in different areas of house** See attached report for reference and guidance. Follow all recommendations.

**PRICE:** \_\_\_\_\_

**TOTAL PRICE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**PRINTED NAME:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**PHONE NUMBERS:**      **OFFICE:**                      **CELL:** \_\_\_\_\_

**MHIC#:** \_\_\_\_\_ **EXPIRATION DATE:** \_\_\_\_\_

**DATE OF PROPOSAL:** \_\_\_\_\_

**I have reviewed and hereby accept the scope of work as written.**

\_\_\_\_\_  
**Owner**

\_\_\_\_\_  
**Date**

**DEBRA W HALL INSPECTIONS, INC**  
7519 Fire Tower Road  
Hebron, MD 21830

April 11th, 2021

Jo Ellen Bynum  
Housing Rehabilitation Program Administrator  
Worcester County Government Center  
One W Market Street, Room 1201  
Snow Hill, MD 21863

RE: 204 S Morris St, Snow Hill, MD

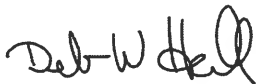
Dear Jo Ellen

Please find enclosed the pre-rehabilitation lead paint risk assessment for the home located at 204 S Morris St, Snow Hill, Maryland. The property is 2,784 sq ft 2 story home built in 1900. The home is owner occupied. The residents of the home are the owner Mary Jo De Saint Hippolyte, her adult son and another adult male. The resident stated the planned renovation was to install a new roof.

The XRF LBP testing was performed within current acceptable industry guidelines. The risk assessment was conducted using a NITON XLP 300 x-ray fluorescence (XRF) lead paint analyzer to sample paint for lead. Licensed Maryland Lead Paint Risk Assessor, Debra W Hall (license #15003 / #15004 expiration date 5/5/23) tested this site on 4/8/21.

The risk assessment determined that there is lead-based paint and lead hazards present in the property as of the date of the assessment.

Sincerely



Debra W Hall, President  
Maryland Lead Paint Risk Assessor #15003

Phone: 443-859-2303

[drhall@comcast.net](mailto:drhall@comcast.net)

Fax: 410-742-2321

**Summary**

A lead paint risk assessment was conducted at 204 S Morris St, Snow Hill, Maryland for the Worcester County Housing Rehabilitation Program, Worcester County, Maryland on April 8th, 2021. The assessment was conducted by Debra W Hall Inspections, Inc, MDE Contractor #15004 and performed by Debra W Hall, State of Maryland Lead Risk Assessor # 15003. The purpose of the assessment was to identify the presence of lead-based paint and lead-based paint hazards on and/or in the surfaces inside and outside the residence, as well as to identify the presence of deteriorated lead-based paint (LBP) and LBP that may be disturbed during planned renovations. Worcester County is providing funds from Community Development Block Grant monies, the State Special Loans Program and the Lead Hazard Reduction Grant and Loan Program. The assessment was also completed to help Worcester County to determine if any of the upcoming HUD and State funded renovation activities have the potential to create additional lead hazards. As part of the assessment, a visual survey of the property and structure was conducted and limited on-site paint testing using an x-ray fluorescence (XRF) lead analyzer was performed. The testing of the painted components of was conducted using a NITON XLP300 XRF Portable Analyzer.

The calibration of the XRF is done in accordance with the Performance Characteristic Sheet (PCS) for this instrument. This XRF instrument is calibrated using the NIST Standard Reference Material (SRM) supplied by the manufacturer. Three calibration readings are taken before and after the testing is conducted to insure manufacturer's standards are met. If for any reason the readings are outside the acceptable calibration check range, the manufacturer's instructions will be followed to bring the instrument into control XRF testing proceeds. If the instrument cannot be brought back into calibration it is taken off the site and sent back to the manufacturer for repair and/or re-calibration.

As a result of the Lead Hazard Risk Assessment and Lead Based Paint Testing conducted on 4/08/21, it was found that LBP paint and LBP hazards were present in the subject property. The analytical results from the assessment identified the following LBP paint and LBP hazards as defined by MDE and EPA / HUD standards.

**Findings**

The following components were found to contain lead-based paint in amounts greater than or equal to 0.7 mg/cm<sup>2</sup>.

**LBP:**Interior:

Bedroom (1)	Window Casing & Sill	Side A	white	Positive
	Door, Door Casing	Side D	white	Positive
	Baseboard	Side D	white	Positive
Entry Hall (2)	Stair Newel, Tread, Riser	Side D	stain	Positive
	Door, Door Jamb	Side B	white	Positive
	Door, Door Case	Side A	stain	Positive
Dining (3)	Window sash, sill	Side A	white	Positive
	Door, Door Jamb	Side B	white	Positive
Kitchen (4)	Door Jamb	Side B	white	Positive
Sunroom (5)	Door	Side A	white	Positive

Exterior :

Front Door	Side A	white	Positive
Porch Ceiling	Side A	white	Positive
Porch Box Beam	Side A	white	Positive
Soffit	Side A	white	Positive
Door Casing	Side A	gray	Positive
White Casing	Side A	white	Positive
Ext Window Sash	Side B	white	Positive

Conclusions:

The above listed components were determined to be positive for lead paint as defined by the Maryland Dept of the Environment, and Environmental Protection Agency/Department of Housing and Urban Development (EPA/HUD) as containing lead in concentrations greater than or equal to 0.7 mg/cm<sup>2</sup>. When evaluating this report, it is assumed that according to Chapter 7 HUD guidelines, that if one testing combination (i.e. window, door) is positive for lead in an interior or exterior room equivalent, that all other similar testing combinations (same construction and paint history) in those areas are assumed to be positive. The same is true for negative readings.

The home was built in 1900. Per the owner of the property, an addition was added to the property in the 1990's. A large portion of the addition remains unfinished on the interior. The exterior of the addition is vinyl sided with lead free windows/doors. The exterior of the original home is asbestos shingles with wood trim. The original home is outlined in red on the enclosed floor plan. Lead based paint and lead based paint hazards are present both inside and outside of the premises. The most immediate concern is the badly deteriorating roof. There is structural damage noted on the soffit/fascia as well. Water damage is present on the first and second floors in the home and is causing further paint deterioration. There is ceiling damage from roof leaks evident in several rooms. The interior ceilings and walls tested negative for LBP. The painted/stained wood surfaces tested positive for LBP. There is significant deteriorating paint inside and outside of the home on wood surfaces presenting lead hazards. Many of the windows do not have storms and are badly deteriorating. They are in extremely poor condition. Several structural defects inside and outside of the property were noted as well.

#### **Lead Hazard Control Options:**

Lead-safe work practices and worker/occupant protection practices complying with current MDE, EPA, HUD and OSHA standards will be necessary to safely complete all work involving the disturbance of LBP coated surfaces and components. In addition, any work considered lead based paint hazard control will enlist the use of interim control (temporary) methods and/or abatement (permanent) methods. It should be noted that all lead hazard control activities have the potential of creating additional hazards or hazards that were not present before. Details for the listed lead hazard control options and issues surrounding occupant/worker protection practices can be found in the publication entitled: Guidelines for the Evaluation and Control of LBP Hazards in Housing published by HUD, the EPA lead based paint regulations, the State Of Maryland lead based paint regulations, and the OSHA regulations found in its Lead in Construction Industry Standard.

All work shall be done in accordance with the EPA RRP rule or the EPA Lead Abatement Rule, as applicable, based on the control strategy determined by the Worcester County Rehabilitation Inspector and Lead Paint Inspector. All firms performing interim control or lead abatement activities must be certified by the State of Maryland, which is authorized by the EPA to conduct the certification programs. All persons performing interim control and abatement activities must have successfully completed a State of Maryland accredited training program in "renovation" (more specifically, renovation, repair and repainting); or have successfully completed a State of Maryland accredited training program in lead abatement work or supervision and been certified by the State of Maryland, as applicable.

## Hazard 1: Deteriorated LBP on the exterior trim (soffit and fascia)

a) INTERIM CONTROLS - STABILIZATION: After repairing existing structural damage and following preparation work, the lead-based paint coatings on the exterior soffit and fascia may be addressed by stabilizing the underlying substrate and then repainting.

b) ABATEMENT (RECOMMENDED)- ENCLOSURE: After repairing existing structural damage as necessary, enclose all exterior fascia and soffit with vinyl and pre-finished aluminum wrap materials. Back caulk and seal to prevent leaded dust from escaping.

## Hazard 2: Deteriorated LBP on Front Porch Ceiling

a) INTERIM CONTROLS - STABILIZATION: Following preparation work, the lead-based paint coatings may be addressed by stabilizing the underlying substrate and then repainting.

b) ABATEMENT - (RECOMMENDED) ENCLOSURE: Enclose with vinyl and pre-finished aluminum wrap materials. Back caulk and seal to prevent leaded dust from escaping.

## Hazard 3: Deteriorated LBP on All Exterior Wood Components

a) INTERIM CONTROLS - STABILIZATION: Repair existing structural damage as necessary and following preparation work, the lead-based paint coatings may be addressed by stabilizing the underlying substrate and then repainting.

b) ABATEMENT - ENCLOSURE: Enclose with vinyl and pre-finished aluminum wrap materials. Back caulk and seal to prevent leaded dust from escaping.

## Hazard 4: All WINDOWS EXCEPT THE FRICTION FREE AND LEAD FREE IN ADDITION

a) ABATEMENT - (RECOMMENDED) - Remove and replace all old windows with new lead free vinyl replacements. Would also recommend installing new interior window sills.

b) INTERIM CONTROLS - Not recommended due to age, deterioration and poor condition.

## Hazard 5: Front Exterior Door

a) ABATEMENT - Remove and replace existing door and door components.

b) INTERIM CONTROLS - Remove stop and door. Plane door as necessary to eliminate friction surfaces. Reinstall door and new stop. Following preparation work, the lead-

based paint coatings may be addressed by stabilizing the underlying substrate and then repainting.

Hazard 6: Interior Wood Trim (Baseboards, Door Casings, Door Jambs, Window Sills, Window Casings) throughout original section of home.

a) INTERIM CONTROLS - Following preparation work, the lead-based paint coatings may be addressed by stabilizing the underlying substrate and then repainting.

Hazard 7: Interior Doors

a) INTERIM CONTROLS - (RECOMMENDED) - Remove stop and door. Plane door as necessary to eliminate friction surfaces. Reinstall door and new stop. Following preparation work, the lead-based paint coatings may be addressed by stabilizing the underlying substrate and then repainting.

Hazard 8: Stair Bannister

a) INTERIM CONTROL - Repair the loose bannister. Following preparation work, the lead-based paint coatings may be addressed by stabilizing the underlying substrate and then repainting.

Hazard 9: Removed Window (Room 16)

a) ABATEMENT - (RECOMMENDED) - Old window was removed. Either install new window or enclose and seal the opening.

b) INTERIM CONTROLS - Following preparation work, the lead-based paint coatings may be addressed by stabilizing the underlying substrate and then repainting.

### **Clearance Following Lead Hazard Control Activities:**

Because this housing is receiving federal rehabilitation assistance, and the total amount of painted surfaces to be disturbed in the lead hazard control and rehabilitation work exceed HUD's *de minimis* amounts, HUD requires a clearance examination following the rehabilitation. Lead clearance testing is to be conducted in compliance with MDE standards and the HUD Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing, Second Edition July 2012.

**Ongoing Monitoring:**

Ongoing monitoring is necessary in all dwellings in which LBP is known or presumed to be present. An annual visual assessment should be conducted by the homeowner to confirm that all paint with known or suspected LBP is not deteriorating, that lead hazard control methods have not failed, and that structural problems do not threaten the integrity of any remaining known, presumed or suspected LBP.

**Disclosure:**

Results of this inspection must be provided to new lessees (tenants) and prospective buyers of the property under the Federal law (24 CFR part 35 and 40 CFR part 745) before they become obligated under a lease or sales contract. The complete report must be provided by the owner to prospective buyers and it must be made available prospective tenants and to renewing tenants if they have not been provided the information previously. The inspectors plain language summary of the report must be provided to the client (property owner or manager) when the complete report is provided. The landlord (lessor) or seller is also required to distribute an educational pamphlet developed by the US Environmental Protection Agency entitled "**Protect Your Family From Lead in Your Home**" and include the Lead Warning Statement in the leases or sales contracts to ensure that parents have the information needed to protect their children from lead-based paint hazards. Complete disclosure requires the landlord/sellers and renters/buyers (and their agents) to sign and date acknowledgement that the required information and materials were provided and received. Also, prospective buyers must be provided the opportunity to have their own lead-based inspection, lead hazard screen or risk assessment performed before the purchase agreement is signed, the standard period is ten (10) days, but this period may be changed or waived by agreement between the seller and prospective buyer. EPA regulations require the inspector to keep the inspection report for at least three (3) years.

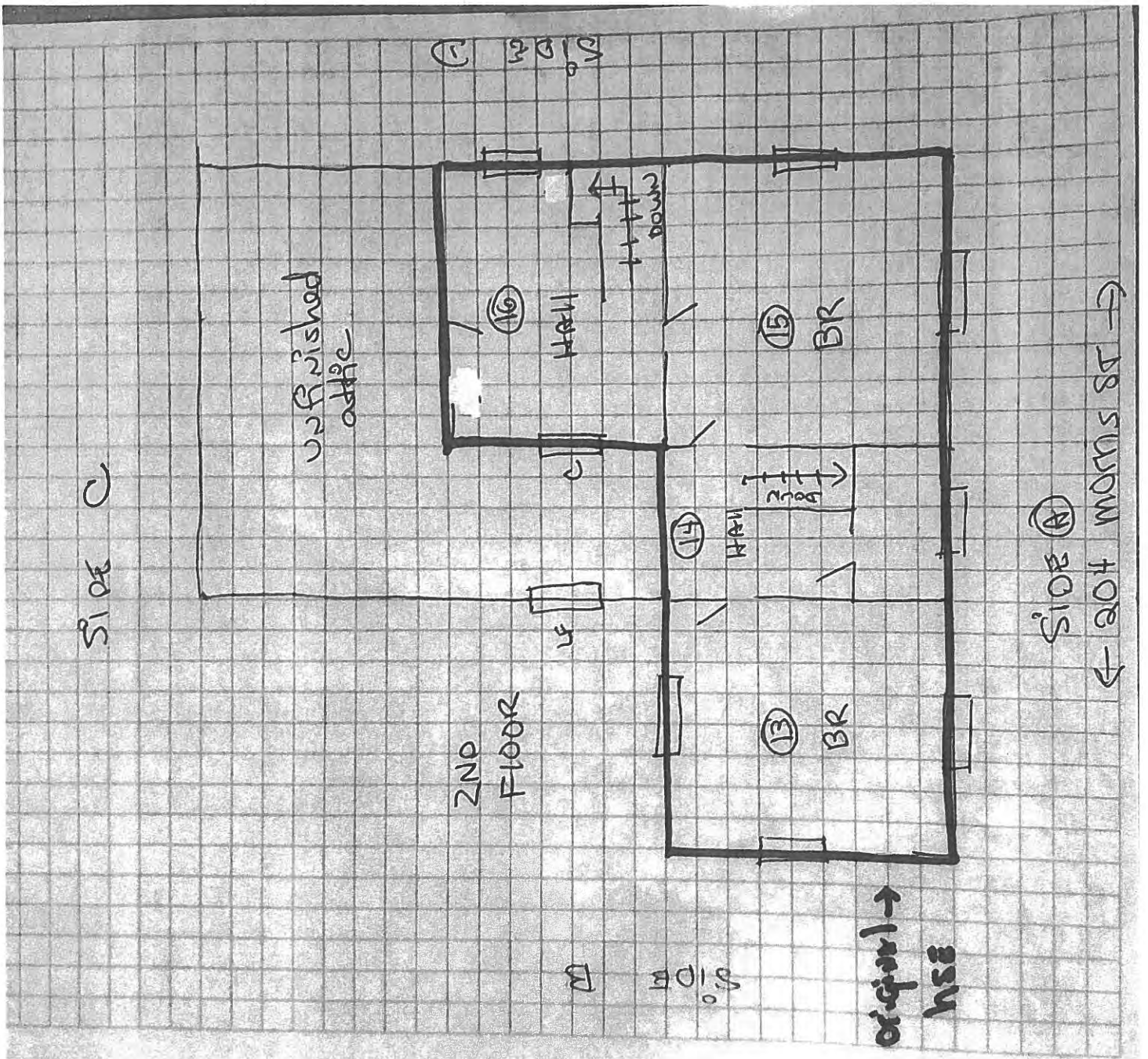
Reading #	Time	Type	Duration	Units	Component	Side	Substrate	Color	Condition	Room	Floor	Address	Results	Depth	Ind. PbC	PbC Error
1	4/8/2021 12:39	PAINT		20 mg / cm ^2			Calibrate	White					Negative	1	0	0.02
2	4/8/2021 12:41	PAINT		20 mg / cm ^2			Calibrate	Yellow					Positive	1.28	3.5	0.1
3	4/8/2021 12:43	PAINT		20 mg / cm ^2			Calibrate	Red					Positive	1.15	1.1	0.1
4	4/8/2021 13:18	PAINT		3.05 mg / cm ^2	Wall	A	Plaster	Blue	Intact	Bedroom #1	First	204 Morris St	Negative	1	0	0.02
5	4/8/2021 13:20	PAINT		16.31 mg / cm ^2	Window Sash	A	Wood	White	PEELING	Bedroom #1	First	204 Morris St	Positive	2.38	0.8	0.1
6	4/8/2021 13:20	PAINT		3.2 mg / cm ^2	Window Sash	A	Wood	White	PEELING	Bedroom #1	First	204 Morris St	Positive	2.38	0.8	0.2
7	4/8/2021 13:21	PAINT		3.05 mg / cm ^2	Window Case	A	Wood	White	PEELING	Bedroom #1	First	204 Morris St	Positive	9.77	2.4	1.1
8	4/8/2021 13:21	PAINT		1.12 mg / cm ^2	Fireplace Mantel	D	Wood	White	PEELING	Bedroom #1	First	204 Morris St	Negative	1	0	0.02
9	4/8/2021 13:22	PAINT		0.8 mg / cm ^2	Door	D	Wood	White	Poor	Bedroom #1	First	204 Morris St	Positive	3.34	14	11.5
10	4/8/2021 13:22	PAINT		2.73 mg / cm ^2	Door Case	D	Wood	White	Intact	Bedroom #1	First	204 Morris St	Positive	10	2.6	1.7
11	4/8/2021 13:23	PAINT		3.06 mg / cm ^2	Baseboard	D	Wood	White	Intact	Bedroom #1	First	204 Morris St	Positive	1	2	1
12	4/8/2021 13:24	PAINT		2.25 mg / cm ^2	Ceiling	A	Plaster	White	Poor	Entry Hall #2	First	204 Morris St	Negative	1	0	0.02
13	4/8/2021 13:25	PAINT		3.19 mg / cm ^2	Wall	D	Plaster	White	Poor	Entry Hall #2	First	204 Morris St	Negative	1.64	0.01	0.02
14	4/8/2021 13:25	PAINT		0.32 mg / cm ^2	Stair Newel	D	Wood	Stain	Poor	Entry Hall #2	First	204 Morris St	Positive	1.64	10.1	7.9
15	4/8/2021 13:25	PAINT		0.65 mg / cm ^2	Stair Tread	D	Wood	Stain	Poor	Entry Hall #2	First	204 Morris St	Positive	2.96	3.5	2.6
16	4/8/2021 13:26	PAINT		0.48 mg / cm ^2	Stair Riser	D	Wood	Stain	Poor	Entry Hall #2	First	204 Morris St	Positive	2.33	9.6	7
17	4/8/2021 13:26	PAINT		0.32 mg / cm ^2	Door	B	Wood	Stain	Poor	Entry Hall #2	First	204 Morris St	Positive	1.62	10.1	8.5
18	4/8/2021 13:27	PAINT		0.48 mg / cm ^2	Window Sash	A	Wood	White	Intact	Dining #3	First	204 Morris St	Positive	3.13	9.4	8.1
19	4/8/2021 13:28	PAINT		6.26 mg / cm ^2	Window Sill	A	Wood	White	Intact	Dining #3	First	204 Morris St	Positive	3.38	1.4	0.6
20	4/8/2021 13:29	PAINT		0.8 mg / cm ^2	Closet Door	B	Wood	White	Intact	Dining #3	First	204 Morris St	Positive	2.09	2.2	1.4
21	4/8/2021 13:29	PAINT		3.04 mg / cm ^2	Door Jamb	C	Wood	White	Intact	Dining #3	First	204 Morris St	Positive	8.62	2	1.1
22	4/8/2021 13:31	PAINT		7.2 mg / cm ^2	Door Jamb	B	Wood	White	Intact	Kitchen #4	First	204 Morris St	Positive	6.23	1.4	0.6
23	4/8/2021 13:32	PAINT		4.48 mg / cm ^2	Door	A	Wood	White	Intact	sunroom 5	First	204 Morris St	Positive	10	1.6	0.8
24	4/8/2021 13:33	PAINT		1.12 mg / cm ^2	Ceiling	A	Wood	White	Intact	sunroom 5	First	204 Morris St	Negative	1	0	0.02
25	4/8/2021 13:33	PAINT		1.12 mg / cm ^2	Crown	B	Wood	White	Intact	sunroom 5	First	204 Morris St	Negative	1	0	0.02
26	4/8/2021 13:34	PAINT		3.05 mg / cm ^2	Wall	B	Drywall	White	Poor	sunroom 5	First	204 Morris St	Negative	1	0	0.02
27	4/8/2021 13:35	PAINT		1.12 mg / cm ^2	Floor	B	Wood	Stain	Intact	Dining #3	First	204 Morris St	Negative	1.57	0.11	0.14
28	4/8/2021 13:36	PAINT		1.13 mg / cm ^2	Floor	B	Wood	Stain	Intact	Entry Hall #2	First	204 Morris St	Negative	1	0.09	0.1
29	4/8/2021 13:36	PAINT		0.64 mg / cm ^2	Door Case	A	Wood	Stain	Intact	Entry Hall #2	First	204 Morris St	Positive	1.64	10.1	8.4
30	4/8/2021 13:36	PAINT		0.8 mg / cm ^2	Door Jamb	D	Wood	Stain	Intact	Entry Hall #2	First	204 Morris St	Positive	1.72	12.6	10.8
31	4/8/2021 13:40	PAINT		1.12 mg / cm ^2	Floor	D	Wood	Brown	Intact	Bedroom #13	Second	204 Morris St	Negative	1.31	0.3	0.21
32	4/8/2021 13:41	PAINT		3.04 mg / cm ^2	Wall	C	Plaster	White	Intact	Bedroom #13	Second	204 Morris St	Negative	1	0	0.02
33	4/8/2021 13:42	PAINT		0.8 mg / cm ^2	Door	A	Wood	White	Intact	Outside #	First	204 Morris St	Positive	7.61	12.1	10.2

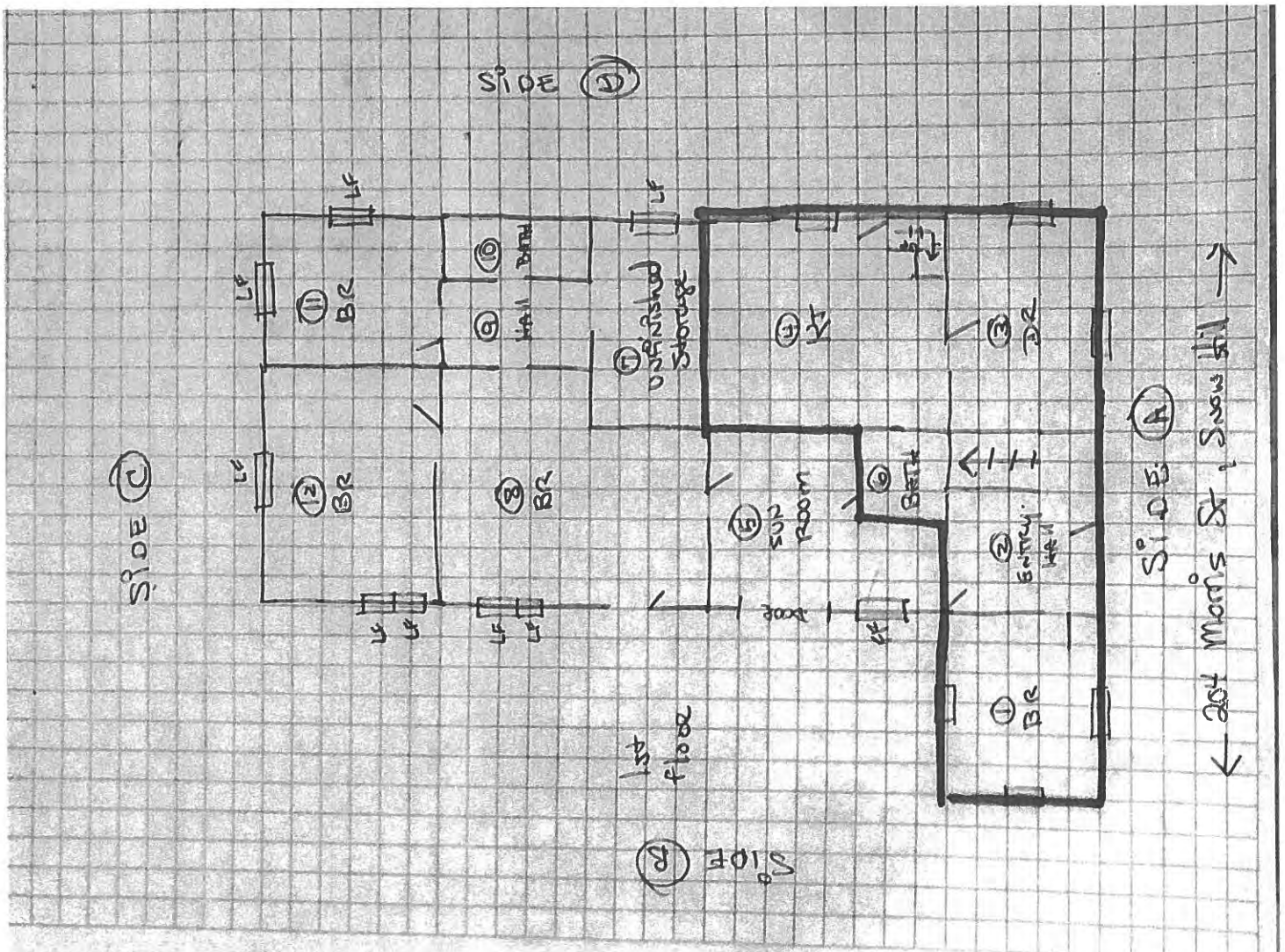
Job: 204 Morris St, Snow Hill, MD  
 Date: 4/8/2021

Debra W Hall Inspections, Inc #15004  
 Debra W Hall Risk Assessor #15003

**ITEM 2** drhall@comcast.net  
 443-859-2303

34	4/8/2021 13:44 PAINT	5.76 mg / cm ^2	Porch Ceiling	A	Wood	White	Intact	Outside #	First	204 Morris St	Positive	5.05	0.8	0.2
35	4/8/2021 13:44 PAINT	4.48 mg / cm ^2	Porch Box Beam	A	Wood	White	Poor	Outside #	First	204 Morris St	Positive	7.43	1.6	0.8
36	4/8/2021 13:45 PAINT	1.12 mg / cm ^2	Soffitt	A	Wood	White	PEELING	Outside #	First	204 Morris St	Positive	3.76	1.3	0.31
37	4/8/2021 13:45 PAINT	1.45 mg / cm ^2	Porch Post	A	Wood	White	PEELING	Outside #	First	204 Morris St	Negative	3.42	0.4	0.4
38	4/8/2021 13:45 PAINT	1.12 mg / cm ^2	Porch Floor	A	Wood	White	PEELING	Outside #	First	204 Morris St	Negative	1	0	0.02
39	4/8/2021 13:46 PAINT	3.2 mg / cm ^2	Porch Post	A	Wood	White	PEELING	Outside #	First	204 Morris St	Negative	5.74	0.4	0.2
40	4/8/2021 13:46 PAINT	3.05 mg / cm ^2	Wall	A	Asbestos	White	Intact	Outside #	First	204 Morris St	Negative	1	0	0.02
41	4/8/2021 13:47 PAINT	0.48 mg / cm ^2	Door Case	A	Wood	Gray	Intact	Outside #	First	204 Morris St	Positive	6.03	25.1	23.2
42	4/8/2021 13:49 PAINT	3.05 mg / cm ^2	Window Case	D	Wood	White	Poor	Outside #	First	204 Morris St	Positive	3.88	1.9	1
43	4/8/2021 13:50 PAINT	1.12 mg / cm ^2	Porch Rim Joist	D	Wood	White	Intact	Outside #	First	204 Morris St	Negative	1	0	0.02
44	4/8/2021 13:50 PAINT	1.12 mg / cm ^2	Porch Floor	D	Wood	Red	Intact	Outside #	First	204 Morris St	Negative	1	0	0.02
45	4/8/2021 13:52 PAINT	1.12 mg / cm ^2	Porch Post	A	Wood	White	Intact	Outside #	First	204 Morris St	Negative	4.55	0.1	0.28
46	4/8/2021 13:52 PAINT	1.12 mg / cm ^2	Window Sash EXT B		Wood	White	Intact	Outside #	First	204 Morris St	Positive	2.8	0.8	0.27
47	4/8/2021 13:57 PAINT	20 mg / cm ^2			Calibrate	White					Negative	1	0	0.02
48	4/8/2021 13:59 PAINT	20 mg / cm ^2			Calibrate	Yellow					Positive	1.3	3.4	0.1
49	4/8/2021 13:59 PAINT	20 mg / cm ^2			Calibrate	Red					Positive	1.16	1	0.1





**REHABILITATION GUIDELINES FOR WORCESTER COUNTY,  
MARYLAND****INTRODUCTION**

This rehabilitation plan sets forth the guidelines and procedures governing the operation of the Worcester County Housing Rehabilitation Program.

This program will make available financial and/or technical assistance for the rehabilitation of eligible substandard housing units located in the unincorporated areas of Worcester County. Rehabilitation work will correct deficiencies in the eligible home and make the units safe, sound and sanitary for the occupants. All properties will be rehabilitated to the County's Livability Code.

The legal authority for this rehabilitation program comes from the applicable grant agreement for the Community Development Block Grant Program administered by the Maryland Department of Housing and Community Development.

The local governing bodies, contractors, subcontractors, vendors and applicants for rehabilitation assistance are required to abide by a number of State and Federal laws, and may be required to sign documents certifying their compliance.

The Civil Rights Act of 1964

Executive Order 11246 concerning Equal Employment Opportunity  
Standards of Conduct for the CDBG recipients – Conflict of Interest

Notice of Requirement for Affirmative Action to Ensure Equal Employment Opportunity

Standard of Equal Opportunity Construction Contract Specifications  
Certification of Non-Segregated Facilities for Contracts over \$10,000

Title VI of Civil Rights Act of 1964

Section 109 of Housing & Community Development Act of 1974

Section 3 Compliance

Age Discrimination Act of 1975

Section 504 Affirmative Action for Handicapped Lead Based Paint Hazards

Access to/Maintenance of Records

Past experience with the Program has shown that there are sufficient applicants to utilize the available funds. If this should cease to be the case, the Administration will market the Program via newspaper and television stories, public service announcements, and contacts with civic and charitable organizations.

The County Commissioners shall have the right to waive certain limits and eligibility criteria on a case-by-case basis as justified by unusual circumstances and with the approval of the State.

SECTION I – ELIGIBILITY

1. Beneficiaries of the Program must be of low-to-moderate income, as defined by income limits provided by the Maryland Department of Housing and Community Development.

The limits may be revised form time to time. Current limits are as follows:

Persons Per Household	Maximum Annual Income
1	44,700
2	51,050
3	57,450
4	63,800
5	68,950
6	74,050
7	79,150
8	84,250

2. The dwelling to be rehabilitated must be located within the unincorporated areas of Worcester County or in a township that does not receive CDBG funding.
3. The dwelling must be in substandard condition and economically feasible of being brought into compliance with the standards of the County’s Livability Code. Exceptions may be made for emergency cases to correct an immediate threat to the health and safety of the occupant(s). All health and safety problems will be documented on a separate form.
4. Program emphasis is the rehabilitation of owner-occupied dwellings, however, landlords who rent to persons of low-to-moderate income may be considered for CDBG funded interest subsidies for bank loans, provided such assistance has been approved by the State.
5. Owner-occupants must not own any house other than the one to be rehabilitated under the program and must not have substantial assets which would enable the applicant to secure rehabilitation funds from other sources.
6. If the dwelling lies within a flood zone, the applicant must agree to obtain flood insurance coverage.
7. Vacant dwellings may be considered for rehabilitation if the dwelling has been vacated due to its substandard condition, and if the owner agrees to occupy the dwelling upon completion.
8. Applicants without property insurance must obtain such insurance prior to the initiation of any work.
9. Homes owned by more than 1 party (other than a husband and wife who reside together) may be rehabilitated even if not all members reside in the home. At least one of the owners must live in the home. All others must sign all program documents, including the application and the final loan documents.
10. The total income of all persons residing in the house will be counted. The income of household members who are presented as residing temporarily in the house will be counted for eligibility purposes until evidence is that the person has moved out.

## II. APPLICATION PROCEDURES

1. Applications will be accepted continuously. The following must be submitted prior to application review and underwriting: property tax bill; proof of insurance or commitment to obtain such on property; verification of mortgage (if applicable); and proof of income. The following will be acceptable as proof of income: social security or pension award letters, last two pay stubs, W-2 form for the previous year, or income tax returns. Mortgage verification forms will be used. Employment verification forms will be used at the discretion of the Administrator.
2. The number of applicants which meet eligibility guidelines will be referred to the Program Inspector for completion of a preliminary inspection. This will occur during the times in which the program has sufficient funds to handle the stream of applicants coming in. Preliminary inspections will not be completed for “backlogged” applicants. The purpose of the preliminary inspection is to determine whether the rehabilitation is economically feasible and to determine the health and safety violations which will end in the prioritization of applications. Preliminary inspections will be made in writing and will include the estimated cost time.
3. The Administrator will perform general prioritization of applications for the purpose of presentation to the review board. Priorities are covered in Section III, “Selection”.
4. Excess housing demand will be partially addressed by the prioritization discussed in #3, above. In addition, applicants deemed to have greater repayment ability will be referred to the State Special Loans Programs. Consideration will be given in developing programs which will expend the CDBG funds in a timely manner, but yet maximize the number of families served. A prioritized waiting list will be developed so that as more funds become available, families will be reviewed in priority order. All Special Loans Programs cases will be handled using regular SLP procedures
5. Underwriting will be performed prior to presentation to the Housing Review Board. The Administrator will utilize the State Special Loans Program underwriting form. Applicants who expend more than 28% of their income for housing expenses will be deemed unable to repay a loan.
6. The Administrator will prepare recommendations for action by the Review Board and will mail this material to the Board in advance of the meeting at which action is being requested. In order to receive a conditional grant, the applicant must meet one of the following criteria: have income below 80% of the AREA median; be 62 years of age or older; or is spending more than 30% of his gross income on housing, exclusive of utilities.

## III. SELECTION

1. Efforts will be made to provide assistance on a first-come, first-served basis, however, severity of need will take precedence. Severity of need will be based on the following criteria:
  - One or more occupants of the dwelling is age 62 or older.
  - One or more occupants of the dwelling is handicapped.
  - Condition of the dwelling is a threat to the health and/or safety of the occupants.
  - Total household income is below 50% of the County median.
2. The Housing Review Board will meet as needed. The Board will review applications and recommendations from the Program Administrator and will make decisions as to which shall be funded and the method of financing. Grievances and appeals against the decision of the Housing Review Board will be made in writing within 30 days after notification of the Board's decision. Additional information not presented at the time of the meeting must be requested with the request for an appeal hearing. Appeals will be referred to the County Administrator who will act on them within 30 days of receipt. Applicants may further appeal to the County Commissioners within 30 days after the decision of the County Administrator. Applicants will be notified of the grievance procedures upon notification of action by the Board on their cases.
3. Upon application approval, the Administrator will send appropriate documentation to the Maryland Historical Trust for the Section 106 review.
4. The Inspector will perform a detailed, written work-up for each approved case.

#### IV. STRUCTURE OF FINANCIAL ASSISTANCE

1. The average amount of assistance is expected to be \$20,000. The maximum grant amount will be \$30,000. Total improvements may exceed \$30,000 if the after-rehab value of the dwelling is in excess of all mortgage amounts and the home can be brought into compliance using what is still considered to be moderate to of these substantial rehabilitation guidelines. CDBG Awards exceeding \$30,000 shall be in the form of 0% interest loans; payment amounts to be determined using the Special Loans Program underwriting worksheet. Recipients must make payments as scheduled to the County Treasurer's Office until the entire principal amount of the debt is retired; there is no expiration on the term of the loans. The Board may alternatively elect to supplement the \$30,000 maximum grant amount with loan funding through the State Special Loans Program. Payment and interest would be set by SLP according to their Program guidelines and loans would be serviced through their agency.
2. In cases of the sale or cash-out re-financing of rehabilitated properties, the County must be re-paid the balance of the loan or grant per the terms outlined in the agreement. Reverse mortgages are not permitted while liens are still in effect. The following tiered system applies for liens placed on houses rehabilitated through a CDBG grant:
  - Tier I- \$0 to \$12,500 grant requires a five (5) year lien

Tier II- \$12,501 to \$25,000 grant requires a ten (10) year lien

Tier III- \$25,001 to \$30,000 grant requires a fifteen (15) year lien.

A tiered portion of the grant amount must be repaid if the dwelling is sold after rehabilitation and prior to the expiration of the grant term. Repayment is required according to the following schedule:

For five year liens:

Sale in the first year:	100% grant repayment
Sale in the second year	80% grant repayment
Sale in the third year	60% grant repayment
Sale in the fourth year	40% grant repayment
Sale in the fifth year	20% grant repayment

The grant mortgage will be released after the fifth year and no repayment is required thereafter.

For ten year liens:

Sale in the first year:	100% grant repayment
Sale in the second year	90% grant repayment
Sale in the third year	80% grant repayment
Sale in the fourth year	70% grant repayment
Sale in the fifth year	60% grant repayment
Sale in the sixth year	50% grant repayment
Sale in the seventh year	40% grant repayment
Sale in the eighth year	30% grant repayment
Sale in the ninth year	20% grant repayment
Sale in the tenth year	10% grant repayment

The grant mortgage will be released after the tenth year and no repayment is required thereafter.

For fifteen year liens:

Sale in the first year:	100% grant repayment
Sale in the second year	93% grant repayment
Sale in the third year	87% grant repayment
Sale in the fourth year	80% grant repayment
Sale in the fifth year	73% grant repayment
Sale in the sixth year	67% grant repayment
Sale in the seventh year	60% grant repayment
Sale in the eighth year	53% grant repayment
Sale in the ninth year	47% grant repayment
Sale in the tenth year	40% grant repayment
Sale in the eleventh year	33% grant repayment
Sale in the twelfth year	27% grant repayment
Sale in the thirteenth year	20% grant repayment
Sale in the fourteenth year	13% grant repayment



general specifications which detail the level of materials and workmanship quality.

## VI. CONTRACTING

1. The County will advertise publicly for bids based on the work write-up prepared by the Rehabilitation Specialist. Minority and female owned firms will be encouraged to bid.
2. Contractors must complete a Qualification Form to be considered as an eligible bidder.
3. Bids will be reviewed for accuracy and responsibility and a recommendation for award will be provided to the County Commissioners. Bids will generally be awarded to the lowest bidder. The County Commissioners reserve the right to accept or reject any or all bids.
4. The County may limit the number of contracts to be awarded to one contractor during any one bid solicitation and may negotiate with other bidders for remaining contracts.
5. Following award, the Owner-Contractor Agreement will be executed by the contractor and homeowner. The Program Administrator will then issue a Notice to Proceed.
6. The contractor may request progress payments as often as needed. Payments are made following inspection by the Program Inspector and upon approval by the Program Administrator. The contractor may receive up to 75% of the total contract in this manner; the final 25% will not be paid until satisfactory completion of a final inspection and the achievement of lead clearance on applicable projects. The homeowner, Program Inspector, contractor and Program Administrator are required to sign-off on the final payment request in order for payment to be processed.
7. All work involving well and septic installation will be bid separately and will not require the certification of the Program Inspector. The Administrator will work directly with the Environmental Programs Department for this procurement. E.P. will also perform the inspections.
8. The inspector will obtain the owner's signature on the Certificate of Completion prior to the final payment being made. If there is a dispute, the inspector and Program Administrator will make the determination and document the reasons for such.
9. Any homeowner who has problems with the work after its completion, (i.e., leaking pipes) should contact the Program Administrator who will

request the inspector to ascertain the cause of the problem. If the time frame is within the one-year guarantee period, all efforts will be made to encourage the Contractor to correct the problems voluntarily. If this should prove unfeasible, the program will engage the services of another contractor to correct the work, if ample funds are available.

#### VII. PERMITTING PROCESS

1. The Housing Administrator will send a copy of the final work write-up to the applicable Permitting Department for a permit review. The Permitting Department will respond with a written memo listing the permits required for the project and the code which is used by the jurisdiction. The Administrator will provide the contractor with a copy of this memo when the Owner-Contractor Agreement is signed.
2. The contractor will contact the property owner to sign the permit and submit the permit to the local Permitting Department along with any required drawings or site plan and all applicable fees .
3. The contractor will notify the Department of Planning, Permits and Inspections and the Housing Administrator of the construction start date.

#### VIII. FINAL REHABILITATION DOCUMENTS

1. Once the contract for the work is awarded, the Administrator will prepare the following documents for signature by the homeowner:
  - Owner-Contractor Agreement
  - Lead Paint Notice
  - Grant/Loan Agreement
  - Promissory Note
  - Notice of Right of Rescission
  - FHEO Self Identification Form

In addition, a copy of the work write-up will be included in this mailing.

2. When the documents are returned to the Administrator, he or she will obtain the signature of the contractor on the Owner-Contractor Agreement. Once this is done, the Contractor will be given a Notice to Proceed.
3. The Grant/Loan Agreement will be recorded in the Office of the Clerk of Court.
4. Copies of the promissory note and Grant/Loan Agreement will be provided to the County Treasurer's Office upon signing and recordation.

**BID AND CONTRACT PROCEDURES  
WORCESTER COUNTY HOUSING REHABILITATION PROGRAM**

It shall be the policy of the Worcester County Rehabilitation Program to maximize participation by minority contractors. The Program Administrator shall consult all available resources for names of minority contractors.

The procedures contained herein apply only to work funded in whole or in part with County CDBG funds. Other agencies which supplement the CDBG funds have the option of using their own procedures.

**CONTRACTOR QUALIFICATION**

1. An advertisement soliciting interested rehabilitation contractors shall be placed in local newspapers by the Worcester County Housing Rehabilitation Program on behalf of the property owner. This ad will contain the information necessary to request a bid package and the date that bids are due.
2. Bid packages will be mailed to those contractors requesting them.
3. Bid packages will be mailed to those contractors known to be active in the area. The following will be required of contractors:
  - a. Adequate liability insurance (\$100,000/\$300,000 for personal injury and \$100,000 for property damage), listing agent's name, amount, expiration date and name of insurer.
  - b. Name of the company bank
  - c. The names of the usual subcontractors
  - d. The names and addresses of at least two (2) recent residential rehabilitation or remodeling customers
  - e. A list of all principal officers of the company
  - f. Number and date of the Maryland Home Improvement License
4. Contractors meeting the qualifications above will be deemed acceptable and will be allowed to bid on the rehabilitation projects. This privilege is contingent on the fact that no contractor is on HUD's debarred list, has filed bankruptcy or is otherwise deemed ineligible. The Housing Specialist/Inspector and the Housing Rehabilitation Program Administrator and award of the bid by the County Commissioners shall make final selection of the contractor after an evaluation of the bid. The name of contractors who do not perform satisfactorily will be submitted to the County Commissioners with a recommendation that they not be allowed to bid on future projects.

5. Contractors will return completed and sealed bid packages to the Budget Officer no later than the date established in the advertisement. No bids will be accepted after this deadline. Faxed bids are not acceptable.
6. No items are to be omitted. All bids are to be totaled on the first page of the work write-up and signed by the contractor on the last page. Any bid which contains omitted items will be disqualified.
7. The jobs are to be bid on an individual basis, group bidding is not allowed.
8. Any questions concerning the substance of the work write-up should be clarified before the bid is submitted. No change orders may be made without the approval of the Worcester County Housing Rehabilitation Program Administrator. The submitting of bids shall be taken as a contractor's acknowledgement of the adequacy of the scope of work unless the bid is accompanied by a statement expressing the contractor's questions or concerns.
9. Bids will be reviewed by the Housing Specialist/Inspector and the Program Administrator. All bids will be opened publicly and read aloud at a specified time.
10. The contract for approved applications will be awarded consistent with the County's purchasing policy. Generally this will be the low bidder provided that he or she has met all eligibility criteria, and that the bid covers all items on the work write-up and that the bid appears to be feasible and responsive. The County Commissioners will award the contract at a regular meeting. It is the general policy of the program to use general contractors. However, there may be instances where work to only one trade is to be done. In these cases, the Administrator may solicit the appropriate subcontractor. All well and septic work will be bid separately.  
WORCESTER COUNTY RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS.

#### CONTRACT PROCEDURES

1. A contract for construction work financed by a rehabilitation grant or loan shall be undertaken between the contractor and the property owner. The County will not be a party to such a contract, but will act on the recipient's behalf in bidding, contract award and inspections of work completed.
2. The form of the contract shall be as follows: a single document, containing the general conditions and specifications for the work performed. The bid form is included in the contract by reference.
3. General contract provisions shall be required in all rehabilitation construction contracts, including:

- A provision that a written “Proceed to Work” order within a “to be determined” number of days is issued
  - A provision that the Contractor will be paid the contract price according to a payment schedule specified within the contract when work is satisfactorily completed. Payment will be made as soon as possible after receipt of the contractor’s invoice and for final payments receipt of release of liens by the contractors, suppliers and laborers involved.
4. The Contractor shall be required to follow the following provisions:
- Comply with all County inspection requirements
  - Perform all work in accordance with applicable standards and requirements, whether or not covered by the work specifications.

#### OWNER/CONTRACTOR DISPUTES

If a dispute between the homeowner and contractor concerning workmanship, quality of materials, or scope of work occurs, the Program Inspector will meet with both parties to discuss their concerns. The Program Inspector will advise the homeowner and contractor, in writing, of the recommended resolution. If both parties are not satisfied with the recommended resolution, they may respond in writing to the Program Administrator within 10 days of the date of the notice from the Inspector. The Program Administrator will meet with the homeowner, contractor and inspector at the property, listen to the concerns of all parties and evaluate the disputed work. The Program Administrator will respond in writing within 10 days of the meeting. If the homeowner or contractor do not accept the final resolution of the Program, the dispute will be referred for independent arbitration as provided for in the terms of the Worcester County Housing Rehabilitation Owner-Contractor Agreement.

#### CHANGE ORDERS

It is the policy of the Worcester County Housing Rehabilitation Program to carefully evaluate change orders. Every effort will be made to ensure that the work write-ups are complete and accurate representations of the work to be done in accordance with program guidelines. We require contractors to clarify any questions regarding the work write-up prior to the submission of a bid.

For other items on which change orders may be required, the following procedures will apply, regardless of whether the request for a change is initiated by the contractor or a homeowner:

1. The contractor is required to telephone both the Program Administrator and the Project Inspector with a verbal explanation of the situation.

2. The Project Inspector will visit the job site to render an opinion on the need for the change. If the Project Inspector recommends denial of the change order, this decision shall be final.
3. If the Project Inspector finds that the request is justified, he will so inform the Program Administrator who will render the final judgment. The Inspector will also give his opinion as to the reasonable cost of the proposed change.
4. Change orders which would bring the total grant amount above the maximum are not permitted. In cases of this nature, every attempt will be made to substitute a change for an originally approved item which is of lesser importance or to seek funds from other programs.
5. The Program Administrator will require the contractor to fill out and sign a change order form prior to permitting work to proceed.

#### RECRUITMENT OF MINORITY, SMALL, AND FEMALE CONTRACTORS

It is the policy of the County to attempt to recruit and assist small, female and minority contractors. Solicitations for bids will be placed in local newspapers. Additionally, the Administrator will attempt to locate such contractors and place them on the builder's list. He/she will consult such sources as the Maryland Department of Transportation Business Directory, the Lower Shore Contractors Association (a minority association), Shore-Up!, and O.U.R. Community, as well as any other group known to have knowledge of minority, small and female contractors.

Updated 10/20/2021

## Lead

Abatement First  
 Sharron Whitaker  
 209 Hibiscus Lane  
 Cambridge, MD 21613  
 443-876-5377  
[abatementfirst@gmail.com](mailto:abatementfirst@gmail.com)

Robert Brooks MBE  
 Apostle Construction  
 716 Naylor Mill Road  
 Salisbury, MD 21801  
 410-548-1392, ext. 107  
[rbrooks.apostlecon@gmail.com](mailto:rbrooks.apostlecon@gmail.com)

C.A.R.E. Property Services, Inc.  
 Attn: Jordan Lehr  
 1235 Abbottstown Pike  
 Hanover, PA 17331 (has office in OC  
 too) 717-437-1649  
[jlehr@callcarefirst.com](mailto:jlehr@callcarefirst.com)

Cherokee Home Improvements  
 5503 Bonnie Brook Road  
 Cambridge, MD 21613  
 443-225-9047

Colossal Contractors  
 Attn: Kim Crawford  
 4601 Sandy Spring Road  
 Burtonsville, MD 20866  
 301-476-9060  
[info@colossalcontrators.com](mailto:info@colossalcontrators.com)

Medli Home Improvement  
 1806 Jersey Road  
 Salisbury, MD 21801  
 302-841-2899  
[medlihome@comcast.net](mailto:medlihome@comcast.net)

## Contractors

Shoreman Construction  
 William Hearn  
 606 E. Pine St.  
 Delmar, MD 21875  
[shoremanconstruction@gmail.com](mailto:shoremanconstruction@gmail.com)  
 Phone: 410-896-3200  
 Fax: Same

Three Guys Construction  
 Stephen Frey  
 8660 Lake Somerset Rd.  
 Westover, MD 21871  
[sgfrey@yahoo.com](mailto:sgfrey@yahoo.com)  
 Phone: 410-430-1109  
 Mobile:  
 Fax: 410-957-2868

Unique Styles Custom Home Builders  
 Kenneth Shockley  
 8877 Bi-State Blvd.  
 Delmar, MD 21875  
 (443)359-5130  
[uniquestyles5@comcast.net](mailto:uniquestyles5@comcast.net)



# WORCESTER COUNTY LOCAL BEHAVIORAL HEALTH AUTHORITY

*Working together for healthier communities!*

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**To:** Weston Young, Chief Administrative Officer  
**From:** Jessica Sexauer, Director of the Local Behavioral Health Authority  
**Date:** October 25, 2021  
**Subject:** Request for Proposals-Adolescent Clubhouse

The Worcester County Local Behavioral Health Authority is requesting proposals from qualified organizations to develop Adolescent Clubhouse services for youth age 12-17 in Worcester County.

Please find enclosed a copy of the request for proposal, prospective vendor list, and budget forms needed. Should you have any questions please contact me at 410-632-3366. Thank you for your time and support.

Enclosures

**Request for Proposals  
Adolescent Clubhouse  
Worcester County Health Department**

The Worcester County Local Behavioral Health Authority (WCLBHA), an agency of the Worcester County Health Department, is seeking proposals for the purpose of developing and operating an Adolescent Clubhouse in Worcester County, Maryland. It is desired for services to be incorporated in multiple locations and/or virtual services for youth who cannot access the physical location. Locations must be an easily accessible, clean and welcoming public space, that will serve adolescents ages 12 - 17 (or up to age 18 if youth is still in high school) at risk for and recovering from a substance use disorder. The Adolescent Clubhouse will allow adolescents to assemble with their peers, in a safe and supportive alcohol and substance free environment that promotes recovery. The Adolescent Clubhouse will honor and respect all diverse pathways to recovery and promote person-centered and peer-based services.

The services offered should include, but not be limited to, vocational and educational training, self-care and social skills development, peer recovery support, age and developmentally appropriate recovery support groups, resource linkage, volunteer and service opportunities, recovery related workshops and family engagement events.

The clubhouse shall employ a Young Adult Peer Recovery Support Specialist (YAPRSS) who will engage with youth at the Adolescent Clubhouse in an effort to improve hope and optimism, support symptom reduction, increase self-esteem, build overall health and wellness, reduce workplace stigma surrounding substance use and co-occurring mental and opioid use disorders, and to inform non-peer staff about recovery from a youth perspective.

Proposals will be accepted by the Office of the County Commissioners until **Monday, December 13, 2021 at 1:00 PM**. One (1) original, and five (5) copies should be in a sealed envelope marked "Worcester ACH" in the lower left corner of the envelope addressed and mailed or hand carried to:

**Office of the County Commissioners  
ATTN: Mr. Weston Young, Chief Administrative Officer  
Worcester County Government Center  
One West Market Street, Room 1103  
Snow Hill, MD 21863**

A pre-proposal conference will be held virtually through Google Meets, on **Wednesday, November 10, 2021 at 9:00am**. Please contact Karen Waggoner at [Karen.Waggoner1@maryland.gov](mailto:Karen.Waggoner1@maryland.gov) to request being added to the virtual invitation.

All contact regarding this Request for Proposals (RFP) should be directed to Karen Waggoner at 410-632-1100, Ext. 1146 or [karen.waggoner1@maryland.gov](mailto:karen.waggoner1@maryland.gov) Thank you for your interest.

**Request for Proposals  
Adolescent Clubhouse  
Worcester County Health Department**

**Issue Date:** 11/2/2021

**Requesting Agency:** Worcester County Health Department  
Local Behavioral Health Authority  
P.O. Box 249  
Snow Hill, MD 21863

The Worcester County Local Behavioral Health Authority (WCLBHA), an agency of the Worcester County Health Department (WCHD), is seeking proposals for the purpose of developing and operating an Adolescent Clubhouse in Worcester County, Maryland.

The Worcester County Local Behavioral Health Authority, an Agency of the Worcester County Health Department, is accepting proposals for State Fiscal Year 2022 to develop and operate an Adolescent Clubhouse in Worcester County utilizing a grant award of up to \$258,766.00. Preference will be given to facilities that are not co-located with substance abuse treatment services. The Adolescent Clubhouse site location must be in Worcester County.

Proposals will be accepted by the Office of the County Commissioners until **Monday, December 13, 2021 at 1:00 PM**. One (1) original, and five (5) copies should be in a sealed envelope marked "Worcester ACH" in the lower left corner of the envelope addressed and mailed or hand carried to:

**Office of the County Commissioners  
ATTN: Mr. Weston Young, Chief Administrative Officer  
Worcester County Government Center  
One West Market Street, Room 1103  
Snow Hill, MD 21863**

**LBHA Point of Contact:** Karen Waggoner  
Service Coordinator  
Karen.Waggoner1@maryland.gov

**INTRODUCTION/GRANT PROGRAM EMPHASIS/BACKGROUND**

The Worcester County Local Behavioral Health Authority (WCLBHA), an agency of the Worcester County Health Department is requesting proposals through this RFP to develop and operate an Adolescent Clubhouse in Worcester County. The Awardee will develop and operate an Adolescent Clubhouse utilizing a grant award of up to \$258,766.00. Preference will be given to facilities that are not co-located with substance abuse treatment services.

The Adolescent Clubhouse must be located in Worcester County, and the provider is desired to incorporate services in multiple locations and/or virtual services for youth who cannot access the physical location. Locations must be an easily accessible, clean and welcoming public space, that will serve adolescents ages 12 - 17 (or up to age 18 if youth is still in high school) at risk for and recovering from a substance use disorder. The Adolescent Clubhouse will allow adolescents to assemble with their peers, in a safe and supportive alcohol and substance free environment that promotes recovery. The Adolescent Clubhouse will honor and respect all diverse pathways to recovery and promote person-centered and peer-based services.

The services offered should include, but not be limited to, vocational and educational training, self-care and social skills development, peer recovery support, age and developmentally appropriate recovery support groups, resource linkage, volunteer and service opportunities, recovery related workshops and family engagement events.

The clubhouse shall employ a Young Adult Peer Recovery Support Specialist (YAPRSS) who will engage with youth at the Adolescent Clubhouse in an effort to improve hope and optimism, support symptom reduction, increase self-esteem, build overall health and wellness, reduce workplace stigma surrounding substance use and co-occurring mental and opioid use disorders, and to inform non-peer staff about recovery from a youth perspective.

There is an expectation that grant funds will be available for State Fiscal Year 2022 however, the grant award and subsequent payments are subject to the availability of WCLBHA, WCHD, and Maryland Department of Health (MDH) funds and the satisfactory achievement of program deliverables.

The funding can be used to support efforts such as, but not limited to:

- Family engagement and availability of Family Peer Support Resources
- Referral to, or availability of, case management resources/services for families in need of, and interested in, these services
- Specific interventions supporting youth in families with, or at-risk for, opiate use disorders
- Training participants and staff in evidence-based and promising practices such as, but not limited to: Strengthening Families; Adolescent Community Reinforcement Approach (A-CRA); BOTVIN LifeSkills Training; Adverse Childhood Experiences (ACES); Screening, Brief Intervention, and Referral to Treatment (SBIRT); Teen Intervene; and Community Reinforcement and Family Training (CRAFT)
- Education on resiliency strategies to help support abstinence, avoidance of triggers, and recovery

- Recovery oriented services including engagement with certified peer recovery specialists
- Smoking cessation and STD prevention/education activities
- Training youth and families engaged in clubhouses on recognizing the signs/symptoms of opiate overdose, on the administration of Naloxone, and to provide information regarding how and where to access Naloxone kits
- Education on resiliency strategies to help support abstinence, avoidance of triggers and recovery. Recovery staff will be training in a variety of evidence-based short- and medium-term intervention strategies to assist with promoting abstinence and recovery.
- Social activities and life skills that are designed to promote healthy social connection and reduce isolation. These activities should include guidance regarding activities of daily living, independent living skills, group social activities and outings, as appropriate within the structure of the program
- Recovery support groups that facilitate a conversation focused on a specific topic, including education around health risks, smoking cessation, and prevention of sexually transmitted diseases
- Development and start-up of a new clubhouse program in an identified, underserved area

The Clubhouse Model will be adapted for the Adolescent Clubhouse to focus on providing only non-clinical services, although participants will be expected to be in treatment, in the process of beginning treatment, or in aftercare. The Clubhouse Model's non-clinical services foster natural peer support and peer mentoring opportunities for adolescents, who traditionally look to their peers for advice, support, and modeling behavior.

The Clubhouse Model espouses a strengths-based, person-centered approach to recovery that is an integral part of peer recovery support services. The focus of the Adolescent Clubhouse is to support and promote recovery in a way that respects the adolescent's developmental stage and encourages independence and self-efficacy.

#### **GENERAL INFORMATION**

The organization or service provider wishing to apply must:

- Meet the eligibility requirements listed in this document
- Submit an application (Attachment 1)
- Designate one person (Clubhouse Program Director) to be the liaison with the LBHA to provide information for grant reporting and evaluating the services provided
- Commit to meet with the WCHD LBHA at a minimum of once per month from the date of grant award to provide updates on project progress. Schedule may be modified based on performance
- Demonstrate sustainability of the Adolescent Clubhouse beyond the life of this grant.
- Commit to meet monthly, by phone or in-person, with the Maryland Department of Health, Behavioral Health Administration Child, Adolescent, and Young Adult Services Unit to discuss the operation of the Adolescent Clubhouse.

**ELIGIBILITY REQUIREMENTS**

To apply for the Adolescent Clubhouse Grant, an organization must:

- Be a community-based provider that renders services to the population of focus of adolescent youth impacted by substance use disorders (SUD's) and/or co-occurring disorders (COD's), and their families
- Develop and/or operate a community center in Worcester County
- Provide resiliency and recovery-oriented services to youth and their families
- Plan to locate a facility that can feasibly meet the requirements for the program and be operational within 3 months of being awarded funds
- Demonstrate how the activities and services of the organization will be separate and different from current activities and services at the existing facility
- Be in good standing with the Maryland Department of Taxation and Assessment, the Office of the Secretary of State's Charitable and Legal Services Division (if applicable), the Worcester County Health Department, Worcester County Department of Planning and Zoning, and all other applicable Federal, State and Local requirements

**ADMINISTRATIVE REQUIREMENTS**

The Awardee must adhere to all grant requirements and comply with the Maryland Department of Health (MDH) Conditions of Award, and relevant local, state, and federal laws and regulations. The Awardee will demonstrate cultural and linguistic competence in the delivery of services to a diverse adolescent population.

The Awardee will hire and maintain a paid staff consisting of no less than a part-time Adolescent Clubhouse Director and a full-time Young Adult Peer Recovery Support Specialist. Other positions, which may be full or part-time, include but are not limited to Recreations Coordinator, Educational Coordinator, Vocational Coordinator, and Peer Support Specialist (these positions can be combined if deemed appropriate).

The Awardee's staff will participate in Peer Review Workgroups and scheduled project meetings with WCLBHA staff and MDH as requested.

The Awardee will ensure all paid and volunteer staff are appropriately trained and have required certifications or licensures, as applicable. The Awardee will participate in trainings as deemed necessary by the WCLBHA and/or MDH. The Awardee will ensure background checks are conducted and reviewed to determine appropriateness to interact with the population of focus.

The Awardee will create clear Policies and Procedures for all paid and volunteer staff. Policies and Procedures may be subject to review and approval by the WCLBHA.

The Awardee will create clear Rules of Conduct for adolescents that promote tolerance, acceptance, and sensitivity to diverse pathways of recovery and diverse cultures. The Rules of

Conduct will be clearly posted at the facility and may be subject to review and approval by the WCLBHA.

The Awardee will utilize sign-in sheets for groups facilitated at the Adolescent Clubhouse to document the number of participants utilizing the services and facility. While acknowledging that even signing in with a first name and last initial may be problematic for certain groups because of issues of anonymity, we must have at least a daily head count of attendees to ensure accountability for support of the Adolescent Clubhouse.

The Awardee must obtain and maintain current knowledge of Worcester County community resources. A broad network of referral sources, services, and supports must be established to ensure timely access to care.

### **FACILITY REQUIREMENTS**

The Awardee will provide a safe, welcoming, and clean facility that is compliant with all County building and environmental codes, including guidelines for accessibility established by the Americans with Disabilities Act (ADA). The Awardee will agree to monitoring and inspection by the WCLBHA, in addition to all other inspections required by the County.

The Awardee will agree to have security for the Adolescent Clubhouse. Security will consist of, at minimum, an alarm system and sufficient outdoor lighting around the facility. Preference will be given to a facility that is a free standing, non-treatment service facility. If the chosen facility does provide treatment services, the Awardee must demonstrate how the Adolescent Clubhouse will be separate in space and ideology of the treatment services and must form or have an Advisory Board that is independent from the existing agency's Board.

The facility must be open for services at least 6 days a week. During the school week, the hours will begin after school between 2:00 and 3:00 pm and will end no earlier than 8:00 pm. Exceptions may be made to hours of operation during the COVID-19 pandemic, with the approval of the WCLBHA, to provide appropriate hours of operation to meet the needs of the individuals served.

The facility itself should consist of, at minimum:

- Two offices, at least one of which is private and can be utilized for peer support sessions as needed
- Meeting room (holds up to 30 people)
- Kitchen (microwave, sink and refrigerator)
- Open space for socializing and peer led activities
- Bathrooms (either private or separate for men and women)

Preference will be given to a facility that can provide the following on-site:

- Recreation areas/equipment (e.g. basketball court, pool table, tennis court)
- Transportation
- Computer lab and computer equipment
- Existing provisions for security

- Adolescent/youth programs

The Adolescent Clubhouse will not, under any circumstances, provide overnight accommodations.

#### **PROGRAM AND SERVICES REQUIREMENTS**

The Awardee will use the funds to support staffing, operations, and recovery-oriented services for the Adolescent Clubhouse and the awardee will use funds to hire one YAPRSS, purchase a laptop, and for travel reimbursement for the YAPRSS.

The Awardee will agree that no subcontractor(s) shall be hired to provide services related to the Adolescent Clubhouse, unless and until prior approval has been given by the WCLBHA. The Awardee will submit in writing any request for services to be provided by a subcontractor to the WCLBHA. Work performed by a subcontractor that has not received prior approval from the WCLBHA will not be eligible for reimbursement.

The Awardee will create a process for identifying adolescents in recovery and a method of recruiting this population of focus for participation in the Adolescent Clubhouse. This process should include how the population of focus will be marketed to in an appropriate manner.

The Awardee will identify how the project will be integrated or incorporated into the existing structure and activities of the facility and organization.

The Awardee will describe how the Adolescent Clubhouse will partner with other community-based organizations to increase youth participation in community activities and avoid duplication of resources available to youth via other providers.

The Awardee will hire a YAPRSS for the Adolescent Clubhouse to provide peer recovery support services and care coordination to participants. The role of the YAPRSS includes but is not limited to the following:

- Engaging youth in evidence-based practices and recovery supports
- Providing supervision on off-site outings
- Maintaining clubhouse attendance records
- Maintaining any other required record through this award.

The YAPRSS will be required to possess the following:

- Have a minimum of a high school diploma or equivalency.
- The ability to pass a state and federal child background investigation.
- Driver's license preferred.
- "Certification as a Peer Recovery Specialist within 12 months from the date of hire from the Maryland Addictions Professional Certification Board (MAPCB) located at 10807 Falls Rd., #1376, Brooklandville, MD 21202" to ensure those who are hired are seeking certification or recertification simultaneous to their employment.
- The YAPRSS's job classification, description, and supervision will be decided by the

### Awardee.

The Awardee will incorporate programming to assist participants with preventing relapse and, as needed, refer youth experiencing relapse to appropriate services.

The Awardee will strive for strong family engagement by providing activities and events focused on the family.

The Awardee will provide tutoring and job readiness services for adolescents in all stages of schooling and work preparedness. The Awardee can include an Education Coordinator and Vocational Coordinator. These positions may be combined.

The Awardee will promote healthy lifestyle habits at the Adolescent Clubhouse by providing educational, recreational, and social activities regarding healthy eating, physical fitness, stress reduction, and healthy sleep habits. A Recreational Coordinator can be hired to develop and deliver developmentally appropriate drug and alcohol free activities.

The Awardee will provide age and developmentally appropriate self-help and support groups available several times a week. Groups may include, but not be limited to, Alcoholics Anonymous, Narcotics Anonymous, SMART Recovery, Al-Anon, etc. As needed, the Awardee will provide gender-specific groups that will be available to both the adolescent males and females. These will allow adolescents to achieve long-term recovery through a process of discovery without the distraction of members of the opposite sex. Gender issues as they pertain to Lesbian, Gay, Bisexual and Transgender (LGBT) adolescents should be addressed as well in support groups and/or individual peer support programming as needed.

The Awardee will utilize Trauma-Informed practices, with modifications made for recovery support. This approach will assist in developing a trauma-informed program that recognizes the presence of trauma symptoms and the role trauma plays in one's life while creating a safe and supportive environment.

The Awardee will include presenters trained in Cultural Competence or specializing in cultural issues to come speak to the group as often as possible to educate and increase awareness of the culture issues that may arise in addiction and recovery. All staff members must also receive annual training in Cultural Competence.

The Awardee will agree to collaborate with the Worcester County Health Department Local Behavioral Health Authority to include additional services, such as HIV testing and education and anti-bullying education and support, as funds allow and as appropriate for the participants in the Adolescent Clubhouse.

Please see Attachment 2 for guidance regarding implementation of the Adolescent Clubhouse model as well as resources for evidence-based models.

**DATA AND REPORTING**

The Awardee will make any/all documents and records available for audit/evaluation to entitled Federal, State, and County officials upon request. WCLBHA will establish and conduct regular program monitoring site visits and record reviews that will include assessing compliance with all Federal, State, and Local conditions of award, health and safety reviews, fiscal and data information, and quality management of service processes. Program and Fiscal Reviews will occur at least biannually.

The Awardee will collect data and provide a monthly report to be submitted by close of business on the 5th day of the month to the WCLBHA. Funding for this award is from SAMHSA Substance Use Federal Block Grant. Recipients will be required to report a series of data elements that will enable SAMHSA to determine the impact of the program on substance use including opioid use, and opioid-related morbidity and mortality. Recipients will be required to report client-level data on elements including but not limited to: demographic characteristics, substance use, diagnosis(es) services received, types of Medication Assisted Treatment (MAT) received; length of stay in treatment; employment status, criminal justice involvement, and housing. Additional data elements will also be required and will be provided upon award. Recipients are required to ensure all data reported to SAMHSA are accurate.

The Awardee will conduct annual client and family satisfaction surveys. The Awardee and the WCLBHA will determine the content of the surveys based on the information provided in the monthly reports. Results of the satisfaction surveys will be submitted directly to the WCLBHA.

The Awardee must base any additional service development on results of focus groups, surveys of a cross-section of the population being served, including but not limited to the client satisfaction survey, and/or advisory board meetings, collaborations and participant feedback. The Awardee should be open to qualitative and quantitative evaluation by an outside evaluator/consultant hired by the State.

**GRANT AGREEMENT AND TERMINATION FOR NON-PERFORMANCE**

The Awardee shall enter into a Grant Agreement with the WCLBHA. Any Grant Agreement resulting from this RFP may be terminated by either WCLBHA or the Awardee by giving sixty (60) days written notice to the other party.

If the Awardee shall fail to fulfill in a timely and proper manner its obligations under the Grant Agreement, or if the Awardee shall violate any terms of the Grant Agreement, within the sole discretion of the WCLBHA, the WCLBHA may immediately terminate the Grant Agreement by giving written notice to the Awardee.

**ELIGIBLE EXPENDITURES**

Grant funds will be awarded for the time period of January 1, 2022 to June 30, 2022. A grant for FY22 in the amount of up to \$258,766 will be awarded. Subject to availability of MDH and

WCLBHA funds, an additional grant award may be available in subsequent Fiscal years to the Awardee based on performance in FY22 up to five years renewal at a rate of \$258,766.

Examples of eligible expenditures include, but are not limited to:

- Staff salaries
- Minor building improvements
- Information technology equipment
- Sports equipment
- Program supplies (field trips, snacks, activity fees)

Expenditures not considered eligible include, but are not limited to:

- Donations to other organizations
- Political activity
- Payment for fundraising activities
- Capital purchases
- Sales tax
- See Attachment H for a full list of ineligible purchases

Grant funds cannot be used to supplant money the organization is spending on services or activities not related to the Adolescent Clubhouse and the encompassing recovery support services, either inside or outside of the proposed facility.

As put forth in the above Grant Requirements, services and activities provided by the Adolescent Clubhouse must be separate and different than those already provided in the existing facility so that Grant funds are not used for these services and activities already in operation.

### **INVOICING**

Invoicing and payment schedules will be determined during the contracting process with the LBHA. Invoices for work, services and items not on the project timeline and/or not approved by the LBHA may result in denial of further funding. Awardee must provide receipts and/or other documentation of expenditures and attach to invoices. Receipts and proof of payment will be required for reimbursement. \*Accommodations can be made for start-up costs\*

Invoices are to be submitted to:

Worcester County Health Department  
ATTN: Accounts Payable  
P.O. Box 249  
Snow Hill, MD 21863

**TECHNICAL REVIEW PROCESS BY WCHD LBHA**

A panel of reviewers will conduct the application review process using the attached rating scale (Attachment 3). The decision to award funds of any amount will be based on the merits of the application. The decision of the reviewers will be final. Applications will be examined for:

- |   |             |
|---|-------------|
| 1. Organizational Capacity              | (10 points) |
| 2. Approach to Service Delivery         | (15 points) |
| 3. Project Description & Outcomes       | (20 points) |
| 4. Implementation & Operations Strategy | (30 points) |
| 5. Budgets & Sustainability             | (15 points) |
| 6. Appendices/Documentation             | (10 points) |

**PROPOSAL DEADLINE**

Proposals will be accepted by the Office of the County Commissioners until **Monday, December 13, 2021 at 1:00 PM**. One (1) original, and five (5) copies should be in a sealed envelope marked "Worcester ACH" in the lower left corner of the envelope addressed and **mailed or hand carried** to:

**Office of the County Commissioners  
ATTN: Mr. Weston Young, Chief Administrative Officer  
Worcester County Government Center  
One West Market Street, Room 1103  
Snow Hill, MD 21863**

WORCESTER COUNTY HEALTH DEPARTMENT  
ADOLESCENT CLUBHOUSE PROGRAM

Fiscal Year 2022 Adolescent Clubhouse grant applications must be typed in Arial 12 point font, single-spaced on 8½" by 11" paper and include page numbers. Applications must not exceed 15 pages, excluding appendices, and should include six labeled sections as identified under Review Process of this document. One original and five copies should be submitted. Applications MUST follow the format below.

- 1) Organizational Capacity
  - a. Cover Page (See Attachment 5)
  - b. Abstract/Summary Page
    - i. The abstract provides a brief overview of the entire grant. It provides information, which enables the reader to quickly identify the overall goal. The abstract should not exceed one page in length and should include:
      1. Name of applicant organization
      2. Type of organization
      3. Project description/title
      4. Demographics of population of focus
      5. Location of facility
  - c. Agency Description
    - i. Summary of relevant experience
    - ii. Brief overview of the applicant organization and previous work or capabilities with the targeted population
    - iii. Organizational structure, including where the Adolescent Clubhouse would fit into existing structure
    - iv. Staffing (both paid and volunteer)
- 2) Narrative
  - a. Approach to service delivery
  - b. Applicants philosophy of adolescent substance use and recovery support services
  - c. Importance of active participant involvement in service delivery
  - d. Importance of peer involvement in recovery support services
- 3) Project Description and Outcomes
  - a. Description of Adolescent Clubhouse project for Worcester County, including how it will be incorporated into the existing structure and activities
  - b. Specific goals and objectives for the project
  - c. Efforts to encourage participation and create awareness of project through various media, including social media
  - d. Grievance procedure for participants
  - e. Supervision of Adolescent Clubhouse staff (both paid and volunteer)
  - f. Description of activities and services that will be provided, including facilities and other resources available for use by the Adolescent Clubhouse project
  - g. Confidentiality and record security, if applicable

- 4) Implementation and Operations Strategy
  - a. Commitment and plan to adhering to the January 31, 2022 deadline
    - i. Plan of action that describes project implementation and how participation data will be tracked and reported
    - ii. Timeline for implementation, including staff (both paid and volunteer) recruitment and utilization, training and turnover that details the order in which work and/or services will be completed
    - iii. Significant delays in the approved project timeline will require notification and/or meeting between the Awardee and the WCHD LBHA. The WCHD LBHA reserves the right to cease funding of the project due to repeated significant or unnecessary delays.
    - iv. The majority of the project must be implemented by January 31, 2022
  - b. Plan to include peer participation in the development and operation of project
  - c. Problem solving, if encountered
- 5) Budget and Plan for Sustainability (Attachment 4)
  - a. A budget proposal for Adolescent Clubhouse grant expenditures must be submitted. A budget narrative page should be included explaining how funds will be used in accordance with the Grant Requirements identified above. A FY22 budget for the time period of January 1, 2022 to June 30, 2022 should be included. All available resources, such as in-kind contributions, other sources of support and volunteer labor hours, should be included.
- 6) Appendices
  - a. Program Budget (Attachment 5)
  - b. Proof of nonprofit status, if applicable
  - c. Resumes for key staff and consultants
  - d. Proof of liability insurance
  - e. Letter stating that background checks will be performed on all program staff
  - f. Proof of good standing with the Maryland Department of Assessments and Taxation
  - g. Proof of good standing with the Maryland Department of Charitable Organizations, if applicable
  - h. Letters of Support from key partners, if applicable
  - i. Copies of the organizations 2 most recent financial audits
  - j. Timeline for implementation

Do not enclose any photographs, exhibits or other materials that you want returned. All materials submitted under the grant application become the property of the Worcester County Local Behavioral Health Authority. All applications must follow the format described above.

*Attachment 2***EXPECTATIONS FOR A SUCCESSFUL ADOLESCENT CLUBHOUSE**

The vision for the successful Adolescent Clubhouse includes a safe, clean, welcoming space that opens its doors to a diverse population of adolescents ages 12 – 17 (or up to age 18 if youth is still in high school) in recovery and their families and demonstrates a low recidivism rate among successive cohorts of adolescents. Peer-based services will be the heart of the Adolescent Clubhouse and will be an integral part of all activities and services provided at the Clubhouse. As a non-clinical program and facility, the focus will be on how adolescents will sustain recovery through education, skill building, recreation and wellness, as well as many other services and activities.

A strong program of activities and/or groups may include, but not be limited to:

- Age and developmentally appropriate Substance and Alcohol Use 12-Step Meetings for both adolescents in recovery and their families (e.g. NA and AA, as well as Al-Anon and Nar-Anon)
- Trauma support Groups
- Peer-led support groups (with adult supervision)
- Mental health education and/or support groups
- Gender specific groups
- Parenting classes (for families or adolescent parents)
- Communication and social skills workshops
- Educational and vocational workshops (e.g. Computer skills, tutoring, job readiness, how to enroll in college or GED courses)
- Recovery-related movie night/Family movie night
- Potluck meals
- Fitness and wellness classes (e.g. yoga, meditation, Zumba, healthy eating)
- Tobacco cessation classes
- Video game hour, Book Club or other leisure activities

A strong offering of services may include, but not be limited to:

- Peer Support Services (may be formal or informal)
- Resource linkage/Care Coordination
- Referrals to age appropriate substance use and/or mental health treatment
- Monthly HIV/STD testing and education (done by outside, qualified organization)
- Community service opportunities

The majority of time the Adolescent Clubhouse is open should be devoted to structured activities and services with scheduled time for “hanging out”. For example, an hour-long video game time may be scheduled in the morning or evening where participants get a chance to relax with fellow participants. It is important to not allow the Adolescent Clubhouse to become a place for

adolescents to evade responsibilities, revert to substance use dependency or avoid being a productive and active part of their community, school or family outside of recovery.

For additional information regarding adolescents in recovery and the Clubhouse Model for adolescents in recovery, please see the following websites:

#### Publications on Adolescents and Recovery

- SAMHSA, Designing a Recovery-Oriented Care Model for Adolescents and Transition Age Youth with Substance Use or Co-Occurring Mental Health Disorders.  
<https://gucchdtacenter.georgetown.edu/publications/AdolescentRecoveryReport.pdf>
- William White, The Recovery Revolution: Will it include children, adolescents, and transition age youth?  
<http://www.williamwhitepapers.com/pr/2009RecoveryRevolutionChildren%26Adolescents.pdf>

#### Georgia Adolescent Clubhouse Information

- <https://dbhdd.georgia.gov/prevention-clubhouses>
- <https://www.myviewpointhealth.org/the-clubhouse.da>
- <http://www.imaginehope.com/Adolescent-Recovery-Clubhouse/clubhouse-community-for-recovering-youth.html>

## Attachment 3

ADOLESCENT CLUBHOUSE GRANT RATING SHEET

- 1) Organizational Capacity Score \_\_\_\_\_  
(0-10 TOTAL)
- a) Cover Letter
    - i) Cover letter signed by authorized official
  - b) Abstract/Summary Page
    - i) Organization name, type, location, project description/title, etc.
  - c) Agency Description
    - i) Summary of relevant experience
    - ii) Brief overview of applicant organization and previous work/capabilities with population of focus
    - iii) Description of organizational structure
    - iv) Table of organization/organizational relationships
    - v) Explanation of how the project will relate to the whole
    - vi) Description of staff assigned, names and resumes for Key staff and consultants
    - vii) Number and qualifications of staff indicates high probability of meeting project outcomes
- 2) Narrative Score \_\_\_\_\_  
(0-15 TOTAL)
- a) Approach to service delivery
  - b) Philosophy about recovery support services
  - c) Knowledge of population of focus
  - d) Knowledge of Worcester County Resources
  - e) Importance of active participant involvement in both service delivery and recovery support services
- 3) Project Descriptions and Outcomes Score \_\_\_\_\_ (0-20 TOTAL)
- a) Clearly stated project description, including hours/days of operation
  - b) Description of activities and services that will be provided, including facilities and other resources available for use by the Adolescent Clubhouse project
  - c) Description of population of focus and number served
  - d) Listed mission, goals, and objectives
  - e) Project clearly supports recovery support services
  - f) Description of Policy & Procedure development, including grievance for participants
  - g) Description of supervision efforts for staff, volunteers and participants
  - h) Confidentiality and record security (if applicable)
  - i) Efforts or methods to identify and recruit population of focus, including use of social media

- 4) Implementation and Operations Strategy Score \_\_\_\_\_  
 i) Ability to meet January 31, 2022 deadline (0-30 TOTAL)  
 ii) Clear and concise work plan and timelines  
 iii) Plan reflects peer and participant involvement in development and operation of project  
 iv) Ability to cover staff turnover and leave  
 v) Data report requirements  
 vi) Problem solving, if encountered

- 5) Budget & Sustainability Score \_\_\_\_\_  
 i) Copy of proposed budget for FY21 (0-15 TOTAL)  
 ii) Justification (budget narrative) of funds requested  
 iii) Budgets adequate to support project  
 iv) Clear and concise timelines for spending of budget funds  
 v) Organization has demonstrated ability to manage large amounts of funds, population of focus  
 vi) Current and proposed sources for additional funding  
 vii) Any additional plans to sustain Adolescent Clubhouse beyond startup funds

- 6) Appendices/Documentation Score \_\_\_\_\_  
 a) Copy of 501C(3) status, if applicable (0-10 TOTAL)  
 b) Copy of liability insurance  
 c) Proof of good standing with Maryland Department of Assessments and Taxation  
 d) Proof of good standing with Maryland Department of Charitable Organizations  
 e) Copy of 2 most recent financial audits  
 f) Additional documentation including:  
 i) Recommendations  
 ii) Reports of outcomes from other Grants  
 iii) Testimonials of accomplishment  
 iv) Any additional documentation that may provide support for the organization's ability to fulfill the requirements of the Grant  
 g) Timeline for implementation

Total score \_\_\_\_\_

**Note:** Please highlight each item in each category that is provided and rate final points on line item.

FY 2022 WORCESTER COUNTY ADOLESCENT CLUBHOUSE  
GRANT APPLICATION COVER PAGE

PROJECT TITLE: \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

AMOUNT OF GRANT FUNDS REQUESTED (Please indicate amount for each year of grant, if applicable) \_\_\_\_\_

CONTACT PERSON

(1) \_\_\_\_\_ TITLE \_\_\_\_\_

CONTACT PERSON

(2) \_\_\_\_\_ TITLE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ FAX \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

IS YOUR ORGANIZATION COMMUNITY-BASED?                      YES                      NO

DOES YOUR ORGANIZATION HAVE NONPROFIT STATUS?   YES                      NO

DATE OF NONPROFIT STATUS \_\_\_\_\_

FEDERAL IDENTIFICATION NUMBER \_\_\_\_\_

I DO SOLEMNLY DECLARE AND AFFIRM THAT THE CONTENTS OF THIS APPLICATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

PRINTED NAME \_\_\_\_\_

TITLE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**PROGRAM BUDGET**

**PROGRAM ADMINISTRATION:**  
**GRANT NUMBER:** \_\_\_\_\_ **DATE SUBMITTED:** \_\_\_\_\_  
**CONTRACT PERIOD:** \_\_\_\_\_ **FISCAL YEAR:** \_\_\_\_\_  
**ORGANIZATION:** \_\_\_\_\_ **PHONE #:** \_\_\_\_\_  
**STREET ADDRESS:** \_\_\_\_\_  
**CITY, STATE, COUNTY:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_  
**PROGRAM TITLE:** \_\_\_\_\_  
**CHARGEABLE SERVICES (Y/N)** \_\_\_\_\_ **DHMH PROVIDES 50% OR MORE OF FUNDING (Y/N)** \_\_\_\_\_  
**FOR DHMH USE ONLY** \_\_\_\_\_

LINE ITEMS MAY NOT BE CHANGED	OTHER DIRECT FUNDING					PROGRAM BUDGET
	DHMH FUNDING REQUEST	SUPPLEMENTAL FUNDING REDUCTION	FED/STATE LOCAL & GOV'T	ALL OTHER AGENCY	TOTAL OTHER FUNDING	
SALARIES/SPECIAL PAYMENTS						
FRINGE						
CONSULTANTS						
EQUIPMENT						
PURCHASE OF SERVICE						
RENOVATION						
CONSTRUCTION						
REAL PROPERTY PURCHASE						
UTILITIES						
RENT						
FOOD						
MEDICINES & DRUGS						
MEDICAL SUPPLIES						
OFFICE SUPPLIES						
TRANSPORTATION/TRAVEL						
HOUSEKEEPING/ MAINTENANCE/REPAIRS						
POSTAGE						
PRINTING/DUPLICATION						
STAFF DEVELOPMENT/ TRAINING						
CLIENT ACTIVITIES						
ADVERTISING						
INSURANCE						
LEGAL/ACCOUNTING/AUDIT						
PROFESSIONAL DUES						
OTHER (ATTACH ITEMIZATION)						
TOTAL DIRECT COSTS						
INDIRECT COST						
TOTAL COSTS						
LESS: CLIENT FEES						
DHMH FUNDING						

DHMH 432B (Rev. Feb. 1997)

## Prospective Vendors Adolescent Clubhouse RFP Worcester County Health Department

### Worcester County Recreation and Parks

ATTN: Kelly O'Brien-Rados  
6030 Public Landing Road  
Snow Hill, MD 2186  
Email: [krados@marylandscoast.org](mailto:krados@marylandscoast.org)

### Lower Shore Family YMCA

ATTN: Melissa Denault  
1900 Worcester Hwy  
Pocomoke City, MD 21851

### Ocean Pines Recreation & Parks

ATTN: Debbie Donahue  
235 Ocean Parkway  
Ocean Pines, MD 21811  
Email: [rec@oceanpines.org](mailto:rec@oceanpines.org)

### Ocean City Recreation & Center

ATTN: Susan Petito  
200 125<sup>th</sup> Street  
Ocean City, MD 21842  
Email: [spetito@oceancitymd.gov](mailto:spetito@oceancitymd.gov)

### Pocomoke Drug Free Community Coalition

ATTN: Tracey Cottman  
500 Market Street  
Pocomoke City, MD 21851  
Email: [dfc@gmail.com](mailto:dfc@gmail.com)

### Fenix Youth Project

ATTN: Amber Green  
239 Florida Ave  
Salisbury, MD 21801  
Email: [ambergreen@fenixyouthproject.org](mailto:ambergreen@fenixyouthproject.org)

### Community Behavioral Health

ATTN: Shyam Bhayani  
107 E. Market Street  
Snow Hill, MD 21863  
Email: [sbhayani@communitybehavioralhealth.net](mailto:sbhayani@communitybehavioralhealth.net)

### Worcester County Public Schools

ATTN: Lauren Williams  
6720 Worcester Highway  
Newark, MD 21841  
Email: [LAWilliams@worcesterk12.org](mailto:LAWilliams@worcesterk12.org)

### Worcester County Economic Development

ATTN: Kathryn Gordon  
100 Pearl St., Suite B  
Snow Hill, MD 21863

### Town of Berlin

Attn: Economic and Community Development  
10 William Street  
Berlin, MD 21811  
Email: [iwells@berlinmd.gov](mailto:iwells@berlinmd.gov)

### Pocomoke City Council

ATTN: LaFabian Marshall  
101 Clarke Ave  
Pocomoke City, MD 21851  
Email: [lafabian@pocomokemd.gov](mailto:lafabian@pocomokemd.gov)

### Town of Snow Hill

ATTN: Dave Burt  
103 Bank Street  
Snow Hill, MD 21863  
Email: [dburt@snowhillmd.com](mailto:dburt@snowhillmd.com)

### Worcester Youth & Family Counseling Services

ATTN: Jennifer Leggour  
124 N. Main Street, Suite C  
Berlin, MD 21811  
Email: [jleggour@gowoyo.org](mailto:jleggour@gowoyo.org)

### Youth Care Center, Incorporated

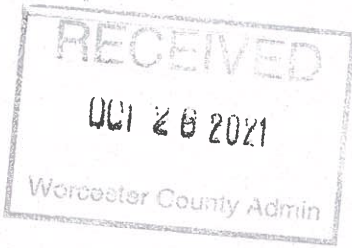
ATTN: Shawn Johnson  
307 Timmons Street  
Snow Hill, MD 21863  
Email: [scjohnson@youthcarecenter.net](mailto:scjohnson@youthcarecenter.net)

### Worcester County Library

ATTN: Jennifer Ranck  
307 N. Washington St.  
Snow Hill, MD 21863  
Email: [janck@worcesterlibrary.org](mailto:janck@worcesterlibrary.org)

### Berlin Prevention Works

ATTN: Darlene Jackson-Bowen  
Email: [mosaic.comsvc@gmail.com](mailto:mosaic.comsvc@gmail.com)



EMERGENCY SERVICES  
**Worcester County**

BILLY BIRCH  
DIRECTOR

GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1002  
SNOW HILL, MARYLAND 21863-1193  
TEL: 410-632-1311  
FAX: 410-632-4686

To: Weston Young, Chief Administrative Officer

From: Billy Birch, Director of Emergency Services

Re: Maryland 911 Board project #22-096 to purchase headsets

Date: 25 October 2021

---

The Department of Emergency Services is seeking authorization to proceed with MD 911 Board Project #22-096 in the amount of \$1,399.80 to be reimbursed to the County for purchasing of 911 dispatcher headsets.

I am available to answer any questions at your convenience.

Attachments (1)



Department of Public Safety and Correctional Services

Maryland 9-1-1 Board

6776 Reisterstown Road – Suite 207, Baltimore, Maryland 21215-2362  
(410) 585-3108 • www.dpscs.state.md.us/ensb/

STATE OF MARYLAND

LARRY HOGAN  
GOVERNOR

September 15, 2021

BOYD K. RUTHERFORD  
LT. GOVERNOR

ROBERT L. GREEN  
SECRETARY

CHRISTOPHER  
McCULLY  
DEPUTY SECRETARY  
ADMINISTRATION

ANTHONY MYERS  
CHAIRMAN

SCOTT ROPER  
EXECUTIVE DIRECTOR

JUMARY WEST  
FISCAL COORDINATOR

Mr. Timothy Coale  
Worcester County 9-1-1 Center  
1 West Market Street  
Courthouse Room 1002  
Snow Hill, MD 21863

RE: ENSB Project # 22-096 Worcester County

Dear Mr. Coale:

Under authority granted by the Board, The Office of the Executive Director has approved your request for headsets for your county's 9-1-1 Specialists in an amount not to exceed \$1,399.80, per your County's request. This funding is contingent upon the availability of funds in the Trust Fund.

The Board has established certain time limits concerning funding. Per these time limits, you must award a contract for this project within six months from the date of this letter and the project must be completed within one year of the date of this letter. If these deadlines are not met, you must notify the Office of the Executive Director and may be required to appear before the Board to explain the circumstance surrounding the delay of this project.

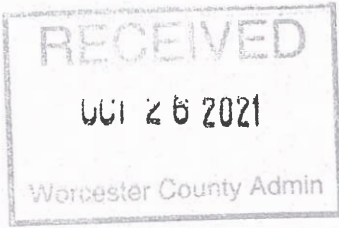
Once the entire project or billable portion has been completed, you can be reimbursed for the costs or the Board can pay the vendor directly. If you want to be reimbursed, please send me a letter specifying the amount of the reimbursement and include a copy of the invoice and a copy of the cancelled check along with the county's federal tax ID number. If you want the Board to pay the bill directly forward the invoice accompanied by a letter specifying that the materials or services have been received/installed to your satisfaction, specifying the amount to be paid, and requesting direct payment. The invoice will then be processed for payment directly from the Trust Fund account. **The vendor's/county's Federal ID number must be included or the package will be returned without being processed.**

Thank you for your patience in this matter. Should you have any additional questions, please feel free to contact me at 410-585-3108.

Sincerely,

*Scott G. Roper*


Scott Roper  
Executive Director



EMERGENCY SERVICES  
**Worcester County**

GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1002  
SNOW HILL, MARYLAND 21863-1193  
TEL: 410-632-1311  
FAX: 410-632-4686

BILLY BIRCH  
DIRECTOR

To: Weston Young, Chief Administrative Officer  
From: Billy Birch, Director of Emergency Services   
Re: Maryland 911 Board project #22-102 for ESInet and NGCS Implementation  
Date: 25 October 2021

---

The Department of Emergency Services is seeking authorization to proceed with MD 911 Board Project #22-102 in the amount of \$911,022.55 for Emergency Services IP Network (ESInet) and Next Generation Core Services (NGCS) implementation. ESInet and NGCS is part of the Next Gen 911 system. Queen Ann's County is acting as the lead for this 911 project for all 9 lower shore counties. We will be reimbursed the full cost by the 911 fund.

I am available to answer any questions at your convenience.

Attachments (1)



Department of Public Safety and Correctional Services

Maryland 9-1-1 Board

6776 Reisterstown Road – Suite 207, Baltimore, Maryland 21215-2362  
(410) 585-3108 • www.dpscs.state.md.us/ensb/

STATE OF MARYLAND

LARRY HOGAN  
GOVERNOR

September 30, 2021

BOYD K. RUTHERFORD  
LT. GOVERNOR

ROBERT L. GREEN  
SECRETARY

CHRISTOPHER  
McCULLY  
DEPUTY SECRETARY  
ADMINISTRATION

ANTHONY MYERS  
CHAIRMAN

SCOTT ROPER  
EXECUTIVE DIRECTOR

JUMARY WEST  
FISCAL COORDINATOR

Mr. Timothy Coale  
Worcester Co. Dept. of Emerg. Serv.  
1 West Market Street  
Courthouse Room 1002  
Snow Hill, MD 21863

RE: ENSB Project # 22-102 Worcester County

Dear Mr. Coale:

This will confirm the Board's decision during its September 30, 2021 meeting, to fund up to \$911,022.55 for ESInet and NGCS Implementation (Project # 22-102), per your request. This funding is contingent upon the availability of funds in the Trust Fund. The Board anticipates periodic updates for this pilot project.

Per these time limits, you must award a contract for this project within six months from the date of this letter and the project must be completed within one year of the date of this letter. If these deadlines are not met, you must notify the Office of the Executive Director and may be required to appear before the Board to explain the circumstance surrounding the delay of this project.

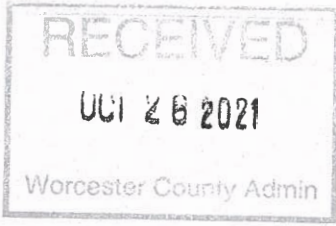
Once the entire project or billable portion has been completed, you can be reimbursed for the costs or the Board can pay the vendor directly. If you want to be reimbursed, please send me a letter specifying the amount of the reimbursement and include a copy of the invoice and a copy of the cancelled check along with the county's federal tax ID number. If you want the Board to pay the bill directly forward the invoice accompanied by a letter specifying that the materials or services have been received/installed to your satisfaction, specifying the amount to be paid, and requesting direct payment. The invoice will then be processed for payment directly from the Trust Fund account. **The vendor's/county's Federal ID number must be included or the package will be returned without being processed.**

Thank you for your patience in this matter. Should you have any additional questions, please feel free to contact me at 410-585-3108.

Sincerely,

*Scott G. Roper*

Scott Roper  
Executive Director



EMERGENCY SERVICES

**Worcester County**

GOVERNMENT CENTER

ONE WEST MARKET STREET, ROOM 1002

SNOW HILL, MARYLAND 21863-1193

TEL: 410-632-1311

FAX: 410-632-4686

BILLY BIRCH  
DIRECTOR

To: Weston Young, Chief Administrative Officer

From: Billy Birch, Director of Emergency Services

Re: Carousel Vesta EIM & SMS Carrier Migration

Date: 25 October 2021

The Department of Emergency Services is seeking authorization and signature to proceed with this Carousel Vesta EIM and SMS carrier migration as it is part of our Next Gen 911 transition. Queen Ann's County is acting as the lead for this 911 project for all 9 lower shore counties. We will be reimbursed the full cost by the 911 fund.

Due to the large number of these type of documents we will be seeing over the 12 months, can we please request permission for Weston Young to sign off on these required documents and contacts for the Next Gen 911 projects that Queen Ann's and the 911 board will need signed.

I am available to answer any questions at your convenience.

Attachments (1)



**Proposal For:** Worcester County, MD  
**Solution Proposed** VESTA EIM & SMS Carrier Migration  
**Date:** August 31, 2021  
**Contract** Contract B50004585 911 Customer Premise Equipment

**Multi-Site Summary**

*Upgrade to VESTA Release 7.X*

*Two (2) 60E Firewalls at each Host with 5 YRs Support*  
*Implementation , Integration, and Testing services to support integrated EIM/SMS Functionality*  
*Assumes (1) Agency for Call Routing*  
*Assumes AT&T/Intrado NG Core Services as Provider*

*Worcester is responsible for Text Control Center (TCC) services and ESInet charges.*

Pricing is valid for 90 days

<b>Worcester- Host A</b>	\$68,103.59
<b>Worcester- Host B</b>	\$6,620.00
<b>MSP</b>	\$0.00
<b>Pocomoke</b>	\$0.00
<b>Berlin</b>	\$0.00
<b>Ocean Pines</b>	\$0.00
<b>Ocean City</b>	\$4,408.57
<b>Freight</b>	\$46.00
<b>Total Solution:</b>	<u>\$79,178.17</u>

All new products are guaranteed to be as specified by the manufacturer's documentation, and are provided with the manufacturer's standard Product warranty. All refurbished components are covered by a Carousel direct warranty.

Customer is responsible for any electrical service, environmental conditions and cable work needed to support the quoted Products, unless otherwise specified on the Quote. Any changes to the above Products and /or Scope of Work will require the written authorization of both Carousel and the Customer. Pricing does not include taxes and freight charges, and as applicable, these costs will be added to the invoice.

By signing below, Customer makes an offer to purchase the Products and/or Services above from Carousel. Carousel's acceptance of this offer to purchase shall be evidenced by the conversion of the Quote into a Carousel Service Order, and the return of the Service Order number to the Customer.

By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_



**Proposal For:** Worcester County MD  
**Solution Proposed:** VESTA EIM & SMS Carrier Migration  
**Site Name:** Host A  
**Date:** August 31, 2021

**VESTA® 9-1-1**

Qty.	Part No.	Description	Unit Price	U/M	Total
1	870899-0104R7.6U	<b>VESTA® 9-1-1 Features</b> V911 R7.6 DOC/MED UPG	\$0.00	EA	\$0.00
14	873090-11102	<b>ESInet Interface Module (EIM)</b> V911 LIC EIM MOD	\$0.00	EA	\$0.00
1	809810-00102	<b>VESTA® SMS</b> V911 ADV DATA LVL 1 ANNUAL SUB <i>Note: Annual Subscription - Year 1</i>	\$0.00	EA	\$0.00
1	809810-00102	V911 ADV DATA LVL 1 ANNUAL SUB <i>Note: Annual Subscription - Year 2</i>	\$0.00	EA	\$0.00
1	809810-00102	V911 ADV DATA LVL 1 ANNUAL SUB <i>Note: Annual Subscription - Year 3</i>	\$0.00	EA	\$0.00
1	809810-00102	V911 ADV DATA LVL 1 ANNUAL SUB <i>Note: Annual Subscription - Year 4</i>	\$0.00	EA	\$0.00
1	809810-00102	V911 ADV DATA LVL 1 ANNUAL SUB <i>Note: Annual Subscription - Year 5</i>	\$0.00	EA	\$0.00
2	03800-03060	FIREWALL 60E <i>Note: Firewall supports Call and Text Handling for ESInet Interface Module (EIM), Text to 9-1-1 and Direct PSAP Interconnect (DPI).</i>	\$814.29	EA	\$1,628.57
2	03800-03065	WARR FIREWALL 60E 5YR	\$1,200.00	EA	\$2,400.00
2	809800-00200	CFG NTWK DEVICE	\$190.00	EA	\$380.00
<b>VESTA 9-1-1 Subtotal</b>					<b>\$4,408.57</b>

**Managed Services**

Qty.	Part No.	Description	Unit Price	U/M	Total
		<b>Monitoring, PM &amp; AV Service: IP Devices</b> <i>Note: Includes (2) ASN Servers, (2) Firewalls for EIM/SMS. Customer to reuse (2) M&amp;R IP License and Support for replacement Firewalls.</i>			
2	04000-00400	M&R NETWORK/IP AGENT LIC	\$79.00	EA	\$158.00
2	809800-16347	M&R IP DEVICE SRVC 5YR	\$2,211.43	EA	\$4,422.86
<b>Managed Services Subtotal</b>					<b>\$4,580.86</b>

**VESTA® Services**

Qty.	Part No.	Description	Unit Price	U/M	Total
208	809800-17006	<b>Field Engineering Services - EIM</b> FIELD ENG-EXPRESS	\$104.29	EA	\$21,691.43



		<p>Note: FE for installing EIM and/or DPI, post VESTA installation.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>- 60E Firewall Configuration</li> <li>- EIM Configuration</li> <li>- Carrier Failover Testing</li> <li>- Operational Readiness Testing</li> </ul> <p>Note: Additional 64 units of Remote FE per agency for Operational Readiness Testing (end-to-end testing prior to cut) when there is more than 1.</p> <p><b>Services to Support VESTA® SMS</b></p>			
43	809800-51007-SMS	SMS COORDINATION	\$107.14	EA	\$4,607.02
90	809800-17006-SMS	FIELD ENG-EXPRESS SMS	\$104.29	EA	\$9,385.71
<b>VESTA Services Subtotal</b>					<b>\$35,684.16</b>

**Summary**

Qty	Product Code	Product Description			Ext. Price
1		VESTA 9-1-1 w/5YRs Support			\$4,408.57
1		Managed Services w/5YRs Support			\$4,580.86
1		VESTA Services			\$35,684.16
1		Carousel Industries Installation			\$17,122.00
1		Carousel Industries - Project Management			\$6,108.00
1		Minor Materials			\$200.00

Pricing is valid for 90 days

Total Equipment & Services Cost: \$68,103.59

Total This Site: \$68,103.59



**Proposal For:** Worcester County MD  
**Solution Proposed:** VESTA EIM & SMS Carrier Migration  
**Site Name:** Host B  
**Date:** August 31, 2021

**VESTA® 9-1-1**

Qty.	Part No.	Description	Unit Price	U/M	Total
1	870899-0104R7.6U	<b>VESTA® 9-1-1 Features</b> V911 R7.6 DOC/MED UPG	\$0.00	EA	\$0.00
5	873090-11102	<b>ESInet Interface Module (EIM)</b> V911 LIC EIM MOD	\$0.00	EA	\$0.00
1	809810-00102	<b>VESTA® SMS</b> V911 ADV DATA LVL 1 ANNUAL SUB <i>Note: Annual Subscription - Year 1</i>	\$0.00	EA	\$0.00
1	809810-00102	V911 ADV DATA LVL 1 ANNUAL SUB <i>Note: Annual Subscription - Year 2</i>	\$0.00	EA	\$0.00
1	809810-00102	V911 ADV DATA LVL 1 ANNUAL SUB <i>Note: Annual Subscription - Year 3</i>	\$0.00	EA	\$0.00
1	809810-00102	V911 ADV DATA LVL 1 ANNUAL SUB <i>Note: Annual Subscription - Year 4</i>	\$0.00	EA	\$0.00
1	809810-00102	V911 ADV DATA LVL 1 ANNUAL SUB <i>Note: Annual Subscription - Year 5</i>	\$0.00	EA	\$0.00
2	03800-03060	FIREWALL 60E	\$814.29	EA	\$1,628.57
2	03800-03065	WARR FIREWALL 60E 5YR	\$1,200.00	EA	\$2,400.00
2	809800-00200	CFG NTWK DEVICE	\$190.00	EA	\$380.00
<b>VESTA 9-1-1 Subtotal</b>					<b>\$4,408.57</b>

**Managed Services**

Qty.	Part No.	Description	Unit Price	U/M	Total
		<b>Monitoring, PM &amp; AV Service: IP Devices</b>			
		<i>Note: Includes (1) ASN Server, (2) Firewalls for EIM/SMS. Customer to reuse (2) M&amp;R IP License and Support for replacement Firewalls.</i>			
1	04000-00400	M&R NETWORK/IP AGENT LIC	\$79.00	EA	\$79.00
1	809800-16347	M&R IP DEVICE SRVC 5YR	\$2,211.43	EA	\$2,211.43
<b>Managed Services Subtotal</b>					<b>\$2,211.43</b>

**Summary**

Qty	Product Code	Product Description	Ext. Price
1		VESTA 9-1-1	\$4,408.57
1		Managed Services	\$2,211.43

Pricing is valid for 90 days

**Total Equipment & Services Cost:** \$6,620.00

**Total This Site:** \$6,620.00



**Proposal For:** Worcester County MD  
**Solution Proposed:** VESTA EIM & SMS Carrier Migration  
**Site Name:** MSP  
**Date:** August 31, 2021

**VESTA® 9-1-1**

Qty.	Part No.	Description	Unit Price	U/M	Total
3	873090-11102	<b>VESTA® 9-1-1 Features</b> ESInet Interface Module (EIM) V911 LIC EIM MOD	\$0.00	EA	\$0.00
1	809810-00102	<b>VESTA® SMS</b> V911 ADV DATA LVL 1 ANNUAL SUB <i>Note: Annual Subscription - Year 1</i>	\$0.00	EA	\$0.00
1	809810-00102	V911 ADV DATA LVL 1 ANNUAL SUB <i>Note: Annual Subscription - Year 2</i>	\$0.00	EA	\$0.00
1	809810-00102	V911 ADV DATA LVL 1 ANNUAL SUB <i>Note: Annual Subscription - Year 3</i>	\$0.00	EA	\$0.00
1	809810-00102	V911 ADV DATA LVL 1 ANNUAL SUB <i>Note: Annual Subscription - Year 4</i>	\$0.00	EA	\$0.00
1	809810-00102	V911 ADV DATA LVL 1 ANNUAL SUB <i>Note: Annual Subscription - Year 5</i>	\$0.00	EA	\$0.00
<b>VESTA 9-1-1 Subtotal</b>					<b>\$0.00</b>

**Summary**

Qty	Product Code	Product Description	Ext. Price
1		VESTA 9-1-1	\$0.00

Pricing is valid for 90 days

**Total Equipment & Services Cost:** \$0.00

**Total This Site:** \$0.00



**Proposal For:** Worcester County MD  
**Solution Proposed:** VESTA EIM & SMS Carrier Migration  
**Site Name:** Pokomoke City PD  
**Date:** August 31, 2021

**VESTA® 9-1-1**

Qty.	Part No.	Description	Unit Price	U/M	Total
1	873090-11102	<b>VESTA® 9-1-1 Features</b> ESInet Interface Module (EIM) V911 LIC EIM MOD	\$0.00	EA	\$0.00
1	809810-00102	<b>VESTA® SMS</b> V911 ADV DATA LVL 1 ANNUAL SUB <i>Note: Annual Subscription - Year 1</i>	\$0.00	EA	\$0.00
1	809810-00102	V911 ADV DATA LVL 1 ANNUAL SUB <i>Note: Annual Subscription - Year 2</i>	\$0.00	EA	\$0.00
1	809810-00102	V911 ADV DATA LVL 1 ANNUAL SUB <i>Note: Annual Subscription - Year 3</i>	\$0.00	EA	\$0.00
1	809810-00102	V911 ADV DATA LVL 1 ANNUAL SUB <i>Note: Annual Subscription - Year 4</i>	\$0.00	EA	\$0.00
1	809810-00102	V911 ADV DATA LVL 1 ANNUAL SUB <i>Note: Annual Subscription - Year 5</i>	\$0.00	EA	\$0.00
<b>VESTA 9-1-1 Subtotal</b>					<b>\$0.00</b>

**Summary**

Qty	Product Code	Product Description	Ext. Price
1		VESTA 9-1-1	\$0.00

Pricing is valid for 90 days

**Total Equipment & Services Cost:** \$0.00

**Total This Site:** \$0.00



**Proposal For:** Worcester County MD  
**Solution Proposed** VESTA EIM & SMS Carrier Migration  
**Site Name:** Berlin PD  
**Date:** August 31, 2021

**VESTA® 9-1-1**

Qty.	Part No.	Description	Unit Price	U/M	Total
1	873090-11102	<b>VESTA® 9-1-1 Features</b> ESInet Interface Module (EIM) V911 LIC EIM MOD	\$0.00	EA	\$0.00
1	809810-00102	<b>VESTA® SMS</b> V911 ADV DATA LVL 1 ANNUAL SUB <i>Note: Annual Subscription - Year 1</i>	\$0.00	EA	\$0.00
1	809810-00102	V911 ADV DATA LVL 1 ANNUAL SUB <i>Note: Annual Subscription - Year 2</i>	\$0.00	EA	\$0.00
1	809810-00102	V911 ADV DATA LVL 1 ANNUAL SUB <i>Note: Annual Subscription - Year 3</i>	\$0.00	EA	\$0.00
1	809810-00102	V911 ADV DATA LVL 1 ANNUAL SUB <i>Note: Annual Subscription - Year 4</i>	\$0.00	EA	\$0.00
1	809810-00102	V911 ADV DATA LVL 1 ANNUAL SUB <i>Note: Annual Subscription - Year 5</i>	\$0.00	EA	\$0.00
<b>VESTA 9-1-1 Subtotal</b>					<b>\$0.00</b>

**Summary**

Qty	Product Code	Product Description	Ext. Price
1		VESTA 9-1-1	\$0.00

Pricing is valid for 90 days

**Total Equipment & Services Cost:** \$0.00

**Total This Site:** \$0.00



**Proposal For:** Worcester County MD  
**Solution Proposed:** VESTA EIM & SMS Carrier Migration  
**Site Name:** Ocean Pines  
**Date:** August 31, 2021

**VESTA® 9-1-1**

Qty.	Part No.	Description	Unit Price	U/M	Total
2	873090-11102	<b>VESTA® 9-1-1 Features</b> ESInet Interface Module (EIM) V911 LIC EIM MOD	\$0.00	EA	\$0.00
1	809810-00102	<b>VESTA® SMS</b> V911 ADV DATA LVL 1 ANNUAL SUB <i>Note: Annual Subscription - Year 1</i>	\$0.00	EA	\$0.00
1	809810-00102	V911 ADV DATA LVL 1 ANNUAL SUB <i>Note: Annual Subscription - Year 2</i>	\$0.00	EA	\$0.00
1	809810-00102	V911 ADV DATA LVL 1 ANNUAL SUB <i>Note: Annual Subscription - Year 3</i>	\$0.00	EA	\$0.00
1	809810-00102	V911 ADV DATA LVL 1 ANNUAL SUB <i>Note: Annual Subscription - Year 4</i>	\$0.00	EA	\$0.00
1	809810-00102	V911 ADV DATA LVL 1 ANNUAL SUB <i>Note: Annual Subscription - Year 5</i>	\$0.00	EA	\$0.00
<b>VESTA 9-1-1 Subtotal</b>					<b>\$0.00</b>

**Summary**

Qty	Product Code	Product Description	Ext. Price
1		VESTA 9-1-1	\$0.00

Pricing is valid for 90 days

**Total Equipment & Services Cost:** \$0.00

**Total This Site:** \$0.00



**Proposal For:** Worcester County MD  
**Solution Proposed:** VESTA EIM & SMS Carrier Migration  
**Site Name:** Ocean City  
**Date:** August 31, 2021

**VESTA® 9-1-1**

Qty.	Part No.	Description	Unit Price	U/M	Total
14	873090-11102	<b>VESTA® 9-1-1 Features</b> ESInet Interface Module (EIM) V911 LIC EIM MOD	\$0.00	EA	\$0.00
1	809810-00102	<b>VESTA® SMS</b> V911 ADV DATA LVL 1 ANNUAL SUB <i>Note: Annual Subscription - Year 1</i>	\$0.00	EA	\$0.00
1	809810-00102	V911 ADV DATA LVL 1 ANNUAL SUB <i>Note: Annual Subscription - Year 2</i>	\$0.00	EA	\$0.00
1	809810-00102	V911 ADV DATA LVL 1 ANNUAL SUB <i>Note: Annual Subscription - Year 3</i>	\$0.00	EA	\$0.00
1	809810-00102	V911 ADV DATA LVL 1 ANNUAL SUB <i>Note: Annual Subscription - Year 4</i>	\$0.00	EA	\$0.00
1	809810-00102	V911 ADV DATA LVL 1 ANNUAL SUB <i>Note: Annual Subscription - Year 5</i>	\$0.00	EA	\$0.00
2	03800-03060	FIREWALL 60E	\$814.29	EA	\$1,628.57
2	03800-03065	WARR FIREWALL 60E 5YR	\$1,200.00	EA	\$2,400.00
2	809800-00200	CFG NTWK DEVICE	\$190.00	EA	\$380.00
<b>VESTA 9-1-1 Subtotal</b>					<b>\$4,408.57</b>

**VESTA® Services**

Qty.	Part No.	Description	Unit Price	U/M	Total
0	809800-17006	<b>Field Engineering Services - EIM</b> FIELD ENG-EXPRESS <i>Note: Additional 64 units of Remote FE per agency for Operational Readiness Testing (end-to-end testing prior to cut) when there is more than 1.</i>	\$104.29	EA	Optional
<b>VESTA Services Subtotal</b>					<b>\$0.00</b>

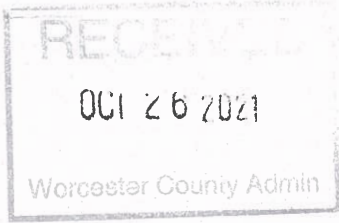
**Summary**

Qty	Product Code	Product Description	Ext. Price
1		VESTA 9-1-1	\$4,408.57
1		VESTA Services	\$0.00

Pricing is valid for 90 days


**Total Equipment & Services Cost:** \$4,408.57

**Total This Site:** \$4,408.57



EMERGENCY SERVICES  
**Worcester County**  
GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1002  
SNOW HILL, MARYLAND 21863-1193  
TEL: 410-632-1311  
FAX: 410-632-4686

BILLY BIRCH  
DIRECTOR

To: Weston Young, Chief Administrative Officer  
From: Billy Birch, Director of Emergency Services   
Re: FY 2021 State Homeland Security Grant  
Date: 25 October 2021

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The Department of Emergency Services is requesting approval and a signature for the attached agreement between Worcester County and the Maryland Emergency Management Agency for the FY 2021 State Homeland Security Grant which is reoccurring every year. These funds are awarded to the State of Maryland as pass through funds authorized by the Department of Homeland Security which is why the county is listed as a sub-recipient. The award this year is in the amount of \$92,273.00.

These funds will be used to sustain ongoing reoccurring grant approved programs and mission support. There are very specific criteria allowed by Homeland Security to utilize these funds/grant. This past year we used a portion of this grant to purchase a departmental special response F-250 to haul and move special response trailers and other large heavy field support equipment.

I am available to answer any questions that may arise at your convenience.

Attachment (1)



**2021 Sub-Recipient Agreement**  
for  
*County Commissioners of Worcester County, Maryland*

Date of Award  
10/8/2021

<b>1. Sub-Recipient Name and Address</b>		<b>2. Prepared by:</b> <i>Whitestone, Danielle</i>	<b>3. MEMAGMS Award Number:</b> 21-SR 8861-03
County Commissioners of Worcester County, Maryland		<b>4. Federal Grant Information</b>	
		<b>Federal Grant Title:</b>	State Homeland Security Grant Program
		<b>Federal Grant Award Number/CFDA Number:</b>	EMW-2021-SS-00047 SHSP / 97.067
		<b>Federal Granting Agency:</b>	U.S. Department of Homeland Security

<b>5. Award Amount</b>	
<b>Total Award Amount</b> \$92,273.00	<b>2021 State Homeland Security Program</b> Performance Period: FROM Sep 1, 2021 – Apr 30, 2024

**6. Statutory Authority for Grant:** This project is supported under the Homeland Security Act of 2002 as amended as amended (Public Law 107-296),(6USC603)  
**Appropriations Authority for Grant:** The Department of Homeland Security Appropriations Act, 2017

**7. Method of Payment:** Primary method is reimbursement.

**8. Debarment/Suspension Certification:** The Sub-Recipient certifies that the subgrantee and its' contractors/vendors are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded by any federal department or agency and do not appear in the Excluded Parties List System at <https://www.sam.gov/content/exclusions>

<b>9. Agency Approval</b>	
<b>Approving SAA Official:</b> Janet Moncrieffe, Manager of Business Operations Maryland Department of Emergency Management DBA Maryland Emergency Management Agency	<b>Signature of SAA Official:</b>  <b>Date:</b>

**10. Sub-Recipient Acceptance**

I have read and understand the attached Special Terms and Conditions and Certifications and Assurances.

<b>Type name and title of Authorized Sub-Recipient official:</b>	<b>Signature of Sub-Recipient Official:</b>

<b>11. Enter Federal Employer Identification Number (FEIN) and DUNS number:</b> 526001064	<b>12. Date Signed :</b>
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**13. DUE DATE:** 11/22/2021  
Signed award must be returned to the SAA on or before the above due date.

**AGREEMENT ARTICLES Homeland Security Grant Program****GRANTEE: Maryland Department of Emergency Management****DBA Maryland Emergency Management Agency****PROGRAM: Homeland Security Grant Program****AGREEMENT NUMBER: EMW-2021-SS-00047-S01****TABLE OF CONTENTS****Article I Summary Description of Award****Article II Limited English Proficiency (Civil Rights Act of 1964, Title VI)****Article III Universal Identifier and System of Award Management****Article IV Americans with Disabilities Act of 1990****Article V SAFECOM Article VI Rehabilitation Act of 1973****Article VII National Environmental Policy Act****Article VIII Acknowledgement of Federal Funding from DHS****Article IX USA PATRIOT Act of 2001****Article X Age Discrimination Act of 1975****Article XI Civil Rights Act of 1964 - Title VI****Article XII Applicability of DHS Standard Terms and Conditions to Tribes****Article XIII Notice of Funding Opportunity Requirements****Article XIV Trafficking Victims Protection Act of 2000 (TVPA)****Article XV Acceptance of Post Award Changes****Article XVI Non-Supplanting Requirement****Article XVII Drug-Free Workplace Regulations****Article XVIII Federal Leadership on Reducing Text Messaging while Driving****Article XIX Environmental Planning and Historic Preservation (EHP) Review****Article XX DHS Specific Acknowledgements and Assurances****Article XXI Best Practices for Collection and Use of Personally Identifiable Information****Article XXII Civil Rights Act of 1968****Article XXIII Debarment and Suspension****Article XXIV Activities Conducted Abroad****Article XXV Energy Policy and Conservation****Act Article XXVI Procurement of Recovered Materials****Article XXVII Homeland Security Grant Program Performance Goal****Article XXVIII Terrorist Financing**

**Article XXIX Prior Approval for Modification of Approved Budget**

**Article XXX Hotel and Motel Fire Safety Act of 1990**

**Article XXXI Duplication of Benefits**

**Article XXXII Fly America Act of 1974**

**Article XXXIII Reporting of Matters Related to Recipient Integrity and Performance**

**Article XXXIV Lobbying Prohibitions**

**Article XXXV False Claims Act and Program Fraud Civil Remedies**

**Article XXXVI Federal Debt Status**

**Article XXXVII Nondiscrimination in Matters Pertaining to Faith-Based Organizations**

**Article XXXVIII Disposition of Equipment Acquired Under the Federal Award**

**Article XXXIX Education Amendments of 1972 (Equal Opportunity in Education Act) - Title IX**

**Article XL Copyright**

**Article XLI Reporting Subawards and Executive Compensation**

**Article XLII Use of DHS Seal, Logo and Flags**

**Article XLIII Whistleblower Protection Act**

**Article XLIV Assurances, Administrative Requirements, Cost Principles, Representations and Certifications**

**Article XLV Patents and Intellectual Property Rights**

#### **Article I - Summary Description of Award**

The purpose of the FY 2021 HSGP is to support state and local efforts to prevent terrorism and other catastrophic events and to prepare the Nation for the threats and hazards that pose the greatest risk to the security of the United States. The HSGP provides funding to implement investments that build, sustain, and deliver the 32 core capabilities essential to achieving the National Preparedness Goal of a secure and resilient Nation. Among the five basic homeland security missions noted in the DHS Quadrennial Homeland Security Review, HSGP supports the goal to Strengthen National Preparedness and Resilience. The building, sustainment, and delivery of these core capabilities are not exclusive to any single level of government, organization, or community, but rather, require the combined effort of the whole community. This HSGP award consists of State Homeland Security Program (SHSP) funding in the amount of \$7,345,897 and Urban Area Security Initiative (UASI) funding in the amount of \$4,250,000 (Baltimore Area, \$4,250,000). These grant programs fund a range of activities, including planning, organization, equipment purchase, training, exercises, and management and administration across all core capabilities and mission areas.

#### **Article II - Limited English Proficiency (Civil Rights Act of 1964, Title VI)**

Subrecipients must comply with Title VI of the *Civil Rights Act of 1964*, (42 U.S.C. section 2000d *et seq.*) prohibition against discrimination on the basis of national origin, which requires that subrecipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance: <https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited> and additional resources on <http://www.lep.gov>.

Recipients are required to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, Appendix A, the full text of which is incorporated here by reference.

**Article IV - Americans with Disabilities Act of 1990**

Subrecipients must comply with the requirements of Titles I, II, and III of the *Americans with Disabilities Act*, Pub. L. No. 101-336 (1990) (codified as amended at 42 U.S.C. sections 12101- 12213), which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities.

**Article V - SAFECOM**

Subrecipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

**Article VI - Rehabilitation Act of 1973**

Subrecipients must comply with the requirements of Section 504 of the *Rehabilitation Act of 1973*, Pub. L. 93-112 (1973), (codified as amended at 29 U.S.C. section 794,) which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

**Article VII - National Environmental Policy Act**

Subrecipients must comply with the requirements of the *National Environmental Policy Act of 1969 (NEPA)*, Pub. L. 91-190 (1970) (codified as amended at 42 U.S.C. section 4321 *et seq.*) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which require subrecipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.

**Article VIII - Acknowledgement of Federal Funding from DHS**

Subrecipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposal, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

**Article IX - USA PATRIOT Act of 2001**

Subrecipients must comply with requirements of Section 817 of the *Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT Act)*, Pub. L. No. 107-56, which amends 18 U.S.C. sections 175-175c.

**Article X - Age Discrimination Act of 1975**

Subrecipients must comply with the requirements of the *Age Discrimination Act of 1975*, Pub. L. No. 94-135 (1975) (codified as amended at Title 42, U.S. Code, section 6101 *et seq.*), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.

**Article XI - Civil Rights Act of 1964 - Title VI**

Subrecipients must comply with the requirements of Title VI of the *Civil Rights Act of 1964* (codified as amended at 42 U.S.C. section 2000d *et seq.*), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied

the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. DHS implementing regulations for the Act are found at 6 C.F.R. Part 21 and 44 C.F.R. Part 7.

## **Article XII - Applicability of DHS Standard Terms and Conditions to Tribes**

The DHS Standard Terms and Conditions are a restatement of general requirements imposed upon recipients and flow down to subrecipients as a matter of law, regulation, or executive order. If the requirement does not apply to Indian tribes or there is a federal law or regulation exempting its application to Indian tribes, then the acceptance by Tribes of, or acquiescence to, DHS Standard Terms and Conditions does not change or alter its inapplicability to an Indian tribe. The execution of grant documents is not intended to change, alter, amend, or impose additional liability or responsibility upon the Tribe where it does not already exist.

## **Article XIII - Notice of Funding Opportunity Requirements**

All the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the award terms and conditions. All subrecipients must comply with any such requirements set forth in the program NOFO.

## **Article XIV - Trafficking Victims Protection Act of 2000 (TVPA)**

Subrecipients must comply with the requirements of the government-wide financial assistance award term which implements Section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), codified as amended at 22 U.S.C. section 7104. The award term is located at 2 C.F.R. section 175.15, the full text of which is incorporated here by reference.

## **Article XV - Acceptance of Post Award Changes**

In the event FEMA determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, recipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate recipient acceptance of the changes to the award. **Please contact the Maryland Department of Emergency Management (MDEM) Grant Division at 410-517-3600 or email [Grants.mema@maryland.gov](mailto:Grants.mema@maryland.gov).**

## **Article XVI - Non-Supplanting Requirement**

Subrecipients receiving federal financial assistance awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.

## **Article XVII - Drug-Free Workplace Regulations**

Subrecipients must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 2 C.F.R. Part 3001, which adopts the Government-wide implementation (2 C.F.R. Part 182) of Sec. 5152-5158 of the *Drug-Free Workplace Act of 1988* (41 U.S.C. sections 8101-8106).

## **Article XVIII - Federal Leadership on Reducing Text Messaging while Driving**

Subrecipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in E.O. 13513, including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work for or on behalf of the federal government.

## **Article XIX - Environmental Planning and Historic Preservation (EHP) Review**

DHS/FEMA funded activities that may require an EHP review are subject to the FEMA's Environmental Planning and Historic Preservation (EHP) review process. This review does not address all federal, state, and local requirements. Acceptance of federal funding requires the subrecipient to comply with all federal, state, and local laws.

DHS/FEMA is required to consider the potential impacts to natural and cultural resources of all projects funded by DHS/FEMA grant funds, through its EHP Review process, as mandated by the National Environmental Policy Act; National Historic Preservation Act of 1966, as amended; National Flood Insurance Program regulations; and, any other applicable laws and Executive Orders. To access the FEMA's EHP screening form and instructions, go to the MEMAGMS > Admin Menu > Forms Manager. In order to initiate EHP review of your project(s), sub-recipients must complete all relevant sections of this form and submit it to [janet.moncrieffe@maryland.gov](mailto:janet.moncrieffe@maryland.gov) & copy [grants.mema@maryland.gov](mailto:grants.mema@maryland.gov) along with all other pertinent project information.

The EHP review process must be completed before funds are released to carry out the proposed project; otherwise, DHS/FEMA may not be able to fund the project due to noncompliance with EHP laws, executive order, regulations, and policies.

If ground disturbing activities occur during construction, applicants will monitor ground disturbance, and if any potential archeological resources are discovered, applicants will immediately cease work in that area and notify MDEM, if applicable, and DHS/FEMA.

### **Article XX - DHS Specific Acknowledgements and Assurances**

All recipients, subrecipients, successors, transferees, and assignees must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff.

1. Recipients must cooperate with any compliance reviews or compliance investigations conducted by DHS.
2. Subrecipients must give DHS & MDEM access to, and the right to examine and copy, records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by DHS regulations and other applicable laws or program guidance.
3. Subrecipients must submit timely, complete, and accurate reports to the appropriate MDEM officials and maintain appropriate backup documentation to support the reports.
4. Subrecipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.
5. Recipients of federal financial assistance from DHS must complete the *DHS Civil Rights Evaluation Tool* within thirty (30) days of receipt of the Notice of Award or, for State Administrative Agencies, thirty (30) days from receipt of the DHS Civil Rights Evaluation Tool from DHS or its awarding component agency. After the initial submission for the first award under which this term applies, recipients are required to provide this information once every two (2) years if they have an active award, not every time an award is made. Recipients should submit the completed tool, including supporting materials, to [CivilRightsEvaluation@hq.dhs.gov](mailto:CivilRightsEvaluation@hq.dhs.gov). This tool clarifies the civil rights obligations and related reporting requirements contained in the DHS Standard Terms and Conditions. Subrecipients are not required to complete and submit this tool to DHS. The evaluation tool can be found at <https://www.dhs.gov/publication/dhs-civil-rights-evaluation-tool>.
6. The DHS Office for Civil Rights and Civil Liberties will consider, in its discretion, granting an extension if the recipient identifies steps and a timeline for completing the tool. Recipients should request extensions by emailing the request to [CivilRightsEvaluation@hq.dhs.gov](mailto:CivilRightsEvaluation@hq.dhs.gov) prior to expiration of the 30-day deadline.

### **Article XXI - Best Practices for Collection and Use of Personally Identifiable Information**

Subrecipients who collect personally identifiable information (PII) are required to have a publicly available privacy policy that describes standards on the usage and maintenance of the PII they collect. DHS defines PII as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual.

Subrecipients may also find the DHS Privacy Impact Assessments: Privacy Guidance at [http://www.dhs.gov/xlibrary/assets/privacy/privacy\\_pia\\_guidance\\_june2010.pdf](http://www.dhs.gov/xlibrary/assets/privacy/privacy_pia_guidance_june2010.pdf) and Privacy Template at [https://www.dhs.gov/sites/default/files/publications/privacy\\_pia\\_template\\_2017.pdf](https://www.dhs.gov/sites/default/files/publications/privacy_pia_template_2017.pdf) as useful resources respectively.

#### **Article XXII - Civil Rights Act of 1968**

Subrecipients must comply with Title VIII of the *Civil Rights Act of 1968*, Pub. L. 90-284, as amended through Pub. L. 113-4, which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (see 42 U.S.C. section 3601 *et seq.*), as implemented by the U.S. Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units-i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)-be designed and constructed with certain accessible features. (See 24 C.F.R. Part 100, Subpart D.)

#### **Article XXIII - Debarment and Suspension**

Subrecipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders (E.O.) 12549 and 12689, which are at 2 C.F.R. Part 180 as adopted by DHS at 2 C.F.R. Part 3000. These regulations restrict federal financial assistance awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

#### **Article XXIV - Activities Conducted Abroad**

Subrecipients must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

#### **Article XXV - Energy Policy and Conservation Act**

Subrecipients must comply with the requirements of the *Energy Policy and Conservation Act*, Pub. L. 94-163 (1975) (codified as amended at 42 U.S.C. section 6201 *et seq.*), which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

#### **Article XXVI - Procurement of Recovered Materials**

States, political subdivisions of states, and their contractors must comply with Section 6002 of the Solid Waste Disposal Act, Pub. L. 89-272 (1965), (codified as amended by the *Resource Conservation and Recovery Act*, 42 U.S.C. section 6962.) The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

#### **Article XXVII - Homeland Security Grant Program Performance Goal**

In addition to the Biannual Strategy Implementation Report (BSIR) submission requirements outlined in the Preparedness Grants Manual, subrecipients must demonstrate how the grant-funded project addressed the core capability gap associated with this project and identified in the Threat and Hazard Identification and Risk Analysis (THIRA) or Stakeholder Preparedness Review (SPR) or sustains existing capabilities as applicable. The capability gap reduction must be addressed in the Project Description of the BSIR for each project.

#### **Article XXVIII - Terrorist Financing**

Subrecipients must comply with E.O. 13224 and U.S. laws that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Subrecipients are legally responsible to ensure compliance with the Order and laws.

**Article XXIX - Prior Approval for Modification of Approved Budget**

Before making any change to the DHS/FEMA approved budget for this award, you must request prior written approval from MDEM where required by 2 C.F.R. section 200.308. DHS/FEMA is also utilizing its discretion to impose an additional restriction under 2 C.F.R. section 200.308(f) regarding the transfer of funds among direct cost categories, programs, functions, or activities. Therefore, for awards with an approved budget where the federal share is greater than the simplified acquisition threshold (currently \$250,000), you may not transfer funds among direct cost categories, programs, functions, or activities without prior written approval from MDEM where the cumulative amount of such transfers exceeds or is expected to exceed ten percent (10%) of the total budget MDEM last approved. You must report any deviations from your approved budget in the first Federal Financial Report (SF-425) you submit with the Quarterly Status Report (QSR) following any budget deviation, regardless of whether the budget deviation requires prior written approval.

**Article XXX - Hotel and Motel Fire Safety Act of 1990**

In accordance with Section 6 of the *Hotel and Motel Fire Safety Act of 1990*, 15 U.S.C. section 2225a, subrecipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of the *Federal Fire Prevention and Control Act of 1974*, (codified as amended at 15 U.S.C. section 2225.)

**Article XXXI - Duplication of Benefits**

Any cost allocable to a particular federal financial assistance award provided for in 2 C.F.R. Part 200, Subpart E may not be charged to other federal financial assistance awards to overcome fund deficiencies; to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions; or for other reasons. However, these prohibitions would not preclude recipients from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions.

**Article XXXII - Fly America Act of 1974**

Subrecipients must comply with Preference for U.S. Flag Air Carriers (air carriers holding certificates under 49 U.S.C. section 41102) for international air transportation of people and property to the extent that such service is available, in accordance with the *International Air Transportation Fair Competitive Practices Act of 1974*, 49 U.S.C. section 40118, and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942.

**Article XXXIII - Reporting of Matters Related to Recipient Integrity and Performance**

If the total value of any currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this federal award, then the recipients must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated here by reference in the award terms and conditions.

**Article XXXIV - Lobbying Prohibitions**

Subrecipients must comply with 31 U.S.C. section 1352, which provides that none of the funds provided under a federal financial assistance award may be expended by the subrecipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any federal action related to a federal award or contract, including any extension, continuation, renewal, amendment, or modification.

**Article XXXV - False Claims Act and Program Fraud Civil Remedies**

Subrecipients must comply with the requirements of the *False Claims Act*, 31 U.S.C. sections 3729-

3733, which prohibit the submission of false or fraudulent claims for payment to the federal government. (See 31 U.S.C. sections 3801-3812, which details the administrative remedies for false claims and statements made.) **ITEM 7**

#### **Article XXXVI - Federal Debt Status**

All Subrecipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. (See OMB Circular A-129.)

#### **Article XXXVII - Nondiscrimination in Matters Pertaining to Faith-Based Organizations**

It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries. Recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R. Part 19 and other applicable statutes, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.

#### **Article XXXVIII - Disposition of Equipment Acquired Under the Federal Award**

When original or replacement equipment acquired under this award by the recipient or its subrecipients is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, you must request instructions from FEMA to make proper disposition of the equipment pursuant to 2 C.F.R. section 200.313.

#### **Article XXXIX - Education Amendments of 1972 (Equal Opportunity in Education Act) - Title IX**

Subrecipients must comply with the requirements of Title IX of the *Education Amendments of 1972*, Pub. L. 92-318 (1972) (codified as amended at 20 U.S.C. section 1681 *et seq.*), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. DHS implementing regulations are codified at C.F.R. Part 17 and 44 C.F.R. Part 19.

#### **Article XL - Copyright**

Subrecipients must affix the applicable copyright notices of 17 U.S.C. sections 401 or 402 and an acknowledgement of U.S. Government sponsorship (including the award number) to any work first produced under federal financial assistance awards.

#### **Article XLI - Reporting Subawards and Executive Compensation**

Subrecipients are required to comply with the requirements set forth in the government-wide award term on Reporting Subawards and Executive Compensation located at 2 C.F.R. Part 170, Appendix A, the full text of which is incorporated here by reference in the award terms and conditions.

#### **Article XLII - Use of DHS Seal, Logo and Flags**

Subrecipients must obtain permission from their DHS FAO prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

#### **Article XLIII - Whistleblower Protection Act**

Subrecipients must comply with the statutory requirements for whistleblower protections (if applicable) at 10 U.S.C. section 2409, 41 U.S.C. section 4712, and 10 U.S.C. section 2324, 41 U.S.C. sections 4304 and 4310.

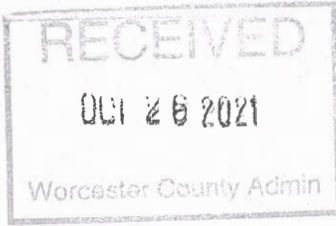
#### **Article XLIV - Assurances, Administrative Requirements, Cost Principles, Representations and Certifications**

DHS financial assistance recipients must complete either the Office of Management and Budget

(OMB) Standard Form 424B Assurances - Non-Construction Programs, or OMB Standard Form 424D Assurances - Construction Programs, as applicable. Certain assurances in these documents may not be applicable to your program, and the DHS financial assistance office (DHS FAO) may require applicants to certify additional assurances. Applicants are required to fill out the assurances applicable to their program as instructed by the awarding agency. Please contact the DHS FAO if you have any questions. DHS financial assistance recipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at Title 2, Code of Federal Regulations (C.F.R.) Part 200, and adopted by DHS at 2 C.F.R. Part 3002. By accepting this agreement, the recipient and its executives, as defined in 2 C.F.R. section 170.315, certify that the recipient's policies are in accordance with OMB's guidance located at 2 C.F.R. Part 200, all applicable federal laws, and relevant Executive guidance.

#### **Article XLV - Patents and Intellectual Property Rights**


Subrecipients are subject to the *Bayh-Dole Act*, 35 U.S.C. section 200 *et seq*, unless otherwise provided by law. Sub-recipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from federal financial assistance awards located at 37 C.F.R. Part 401 and the standard patent rights clause located at 37 C.F.R. section 401.14.



EMERGENCY SERVICES  
**Worcester County**

GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1002  
SNOW HILL, MARYLAND 21863-1193  
TEL: 410-632-1311  
FAX: 410-632-4686

BILLY BIRCH  
DIRECTOR

To: Weston Young, Chief Administrative Officer  
From: Billy Birch, Director of Emergency Services   
Re: FY 2021 Sub-Recipient Emergency Management Performance Grant  
Date: 25 October 2021

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The Department of Emergency Services is requesting approval and a signature for the attached agreement between Worcester County and the Maryland Emergency Management Agency for the FY 2021 Emergency Management Performance Grant which is a reoccurring every year. These funds are awarded to the State of Maryland as pass through funds authorized by the Department of Homeland Security which is why the county is listed as a sub-recipient. The award is in the amount of \$74,322.39.

These funds must be used to support Emergency Management. There are very specific criteria allowed by to utilize these funds/grant. In the past we have used these funds to support staff salary.

I am available to answer any questions that may arise at your convenience.

Attachment (1)



**2021 Sub-Recipient Agreement**  
for  
*County Commissioners of Worcester County, Maryland*

Date of Award  
10/7/2021

<b>1. Sub-Recipient Name and Address</b>		<b>2. Prepared by:</b> <i>Whitestone, Danielle</i>	<b>3. MEMAGMS Award Number:</b> 21-SR 8861-01
County Commissioners of Worcester County, Maryland		<b>4. Federal Grant Information</b>	
		Federal Grant Title:	Emergency Management Performance Grant
		Federal Grant Award Number/CFDA Number:	EMP-2021-EP-00003-S01 / 97.042
		Federal Granting Agency:	U.S. Department of Homeland Security

<b>5. Award Amount</b>	
<b>Total Award Amount</b> \$74,322.39	<b>2021 Emergency Management Performance Grant</b> Performance Period: FROM Oct 1, 2020 – Jun 30, 2023

**6. Statutory Authority for Grant:** This project is supported under the Homeland Security Act of 2002 as amended as amended (Public Law 107-296),(6USC603)  
**Appropriations Authority for Grant:** The Department of Homeland Security Appropriations Act, 2017

**7. Method of Payment:** Primary method is reimbursement.

**8. Debarment/Suspension Certification:** The Sub-Recipient certifies that the subgrantee and its' contractors/vendors are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded by any federal department or agency and do not appear in the Excluded Parties List System at <https://www.sam.gov/content/exclusions>

<b>9. Agency Approval</b>	
<b>Approving SAA Official:</b> Janet Moncrieffe, Manager of Business Operations Maryland Department of Emergency Management DBA Maryland Emergency Management Agency	<b>Signature of SAA Official:</b>  <b>Date:</b>

**10. Sub-Recipient Acceptance**

I have read and understand the attached Special Terms and Conditions and Certifications and Assurances.

<b>Type name and title of Authorized Sub-Recipient official:</b>	<b>Signature of Sub-Recipient Official:</b>

<b>11. Enter Federal Employer Identification Number (FEIN) and DUNS number:</b> 526001064	<b>12. Date Signed :</b>
--	--------------------------

**13. DUE DATE:** 11/21/2021  
Signed award must be returned to the SAA on or before the above due date.

**Laraine Buck**

**From:** GAN@MEMAGMS.org  
**Sent:** Thursday, October 7, 2021 9:24 PM  
**To:** Laraine Buck  
**Subject:** \*EXTERNAL\*:Grant Adjustment Notice has been RELEASED for County Commissioners of Worcester County, Maryland  
**Attachments:** GAN\_21-SR\_8861-01.pdf

**CAUTION: This email originated from an external email domain which carries the additional risk that it may be a phishing email and/or contain malware.**

A Grant Adjustment Notice (GAN) has been **RELEASED** by the SAA for County Commissioners of Worcester County, Maryland -

**Subgrantee: County Commissioners of Worcester County, Maryland**

**GAN Type: 2021 Initial Grant Award**

**GAN Date: 07-Oct-21**

**Due Date: 21-Nov-21**

	<b>EMPG</b>	<b>EMPG (Matching)</b>
Original Amount:	\$0.00	\$0.00
New Amount:	\$74,322.39	\$74,322.39
Delta:	\$74,322.39	\$74,322.39

<b>Project Adjustment Details</b>	<b>Grant Name</b>	<b>From Amount</b>	<b>To Amount</b>	<b>Delta</b>
Ocean City Emergency Management Director	2021 EMPG	\$0.00	\$74,322.39	\$74,322.39
Ocean City Emergency Management Director	2021 EMPG (Matching Funds)	\$0.00	\$74,322.39	\$74,322.39

<b>2021 EMPG - 21EMPG861</b>	<b>From</b>	<b>To</b>
Grant Start Date:	Oct 01 2020	Oct 01 2020
Grant Close Date:	Jun 30 2023	Jun 30 2023
<b>2021 EMPG (Matching Funds)</b>		
Grant Start Date:	Oct 01 2020	Oct 01 2020
Grant Close Date:	Jun 30 2023	Jun 30 2023

<b>2021 EMPG</b>	<b>From</b>	<b>To</b>
Grant Closeout Date:	-	Jul 31 2023

**2021 EMPG (Matching Funds)**

**GRANTEE: Maryland Department of Emergency Management**

**DBA Maryland Emergency Management Agency**

**PROGRAM: Emergency Management Performance Grants**

**AGREEMENT NUMBER: EMP-2021-EP-00003-S01**

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**Article XXVIII Procurement of Recovered Materials****Article XXIX Terrorist Financing****Article XXX Hotel and Motel Fire Safety Act of 1990****Article XXXI Duplication of Benefits****Article XXXII Fly America Act of 1974****Article XXXIII Reporting of Matters Related to Recipient Integrity and Performance****Article XXXIV Lobbying Prohibitions****Article XXXV False Claims Act and Program Fraud Civil Remedies****Article XXXVI Federal Debt Status****Article XXXVII Nondiscrimination in Matters Pertaining to Faith-Based Organizations****Article XXXVIII Education Amendments of 1972 (Equal Opportunity in Education Act) - Title IX****Article XXXIX Copyright****Article XL Reporting Subawards and Executive Compensation****Article XLI Use of DHS Seal, Logo and Flags****Article XLII Whistleblower Protection Act****Article XLIII Patents and Intellectual Property Rights****Article I - Performance Metrics**

The FY 2021 EMPG (and EMPG ARPA) Grant provides funds to assist state, local, tribal, and territorial emergency management agencies to implement the National Preparedness System (NPS) and to support the National Preparedness Goal (the Goal) of a secure and resilient nation. DHS/ FEMA will measure the recipient's performance of the grant by comparing the input of federal resources used support and fund projects that build a more prepared and resilient nation and align at least 87.5% of Planning, Training, and/or Exercise related projects to close capability gaps identified and documented in the state/territory's most recent THIRA/SPR submission, performance measures detailed in the recipient's Work Plans, and other relevant information sources. FEMA will measure the recipient's performance of the grant through evaluation of state/ territory SPR submissions, EMPG Work Plans, and required programmatic reports. In order to measure performance, FEMA may request information throughout the period of performance and in response to the recipient's final performance report submitted at closeout.

**Article II - Assurances, Administrative Requirements, Cost Principles, Representations and Certifications**

DHS financial assistance recipients must complete either the Office of Management and Budget (OMB) Standard Form 424B Assurances - Non-Construction Programs, or OMB Standard Form 424D Assurances - Construction Programs, as applicable. Certain assurances in these documents may not be applicable to your program, and the DHS financial assistance office (DHS FAO) may require applicants to certify additional assurances. Applicants are required to fill out the assurances applicable to their program as instructed by the awarding agency. Please contact the DHS FAO if you have any questions. DHS financial assistance recipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at Title 2, Code of Federal Regulations (C.F.R.) Part 200, and adopted by DHS at 2 C.F.R. Part 3002. By accepting this agreement, the recipient and its executives, as defined in 2 C.F.R. section 170.315, certify that the recipient's policies are in accordance with OMB's guidance located at 2 C.F.R. Part 200, all applicable federal laws, and relevant Executive guidance.

**Article III - Limited English Proficiency (Civil Rights Act of 1964, Title VI)**

Subrecipients must comply with Title VI of the Civil Rights Act of 1964, (42 U.S.C. section 2000d et seq.) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance: <https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited-and-additional-resources-on-http://www.lep.gov>.

#### **Article IV - Universal Identifier and System of Award Management**

Subrecipients are required to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, Appendix A, the full text of which is incorporated here by reference.

#### **Article V - Environmental Planning and Historic Preservation (EHP) Review**

DHS/FEMA funded activities that may require an EHP review are subject to the FEMA's Environmental Planning and Historic Preservation (EHP) review process. This review does not address all federal, state, and local requirements. Acceptance of federal funding requires subrecipient to comply with all federal, state, and local laws. DHS/FEMA is required to consider the potential impacts to natural and cultural resources of all projects funded by DHS/FEMA grant funds, through its EHP Review process, as mandated by the National Environmental Policy Act; National Historic Preservation Act of 1966, as amended; National Flood Insurance Program regulations; and, any other applicable laws and Executive Orders. To access the FEMA's EHP screening form and instructions, go to the MEMAGMS > Admin Menu > Forms Manager. In order to initiate EHP review of your project(s), sub-recipients must complete all relevant sections of this form and submit it to [janet.moncrieffe@maryland.gov](mailto:janet.moncrieffe@maryland.gov) & copy [grants.mema@maryland.gov](mailto:grants.mema@maryland.gov) along with all other pertinent project information.

The EHP review process must be completed before funds are released to carry out the proposed project; otherwise, DHS/FEMA may not be able to fund the project due to noncompliance with EHP laws, executive order, regulations, and policies. If ground disturbing activities occur during construction, applicant will monitor ground disturbance, and if any potential archeological resources are discovered, applicant will immediately cease work in that area and notify Maryland Department of Emergency Management (MDEM), if applicable, and DHS/FEMA. .

#### **Article VI - Americans with Disabilities Act of 1990**

Subrecipients must comply with the requirements of Titles I, II, and III of the Americans with Disabilities Act, Pub. L. No. 101-336 (1990) (codified as amended at 42 U.S.C. sections 12101- 12213), which prohibits subrecipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities.

#### **Article VII - SAFECOM**

Subrecipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

#### **Article VIII - Rehabilitation Act of 1973**

Subrecipients must comply with the requirements of Section 504 of the Rehabilitation Act of 1973, Pub. L. 93-112 (1973), (codified as amended at 29 U.S.C. section 794,) which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

#### **Article IX - National Environmental Policy Act**

Subrecipients must comply with the requirements of the National Environmental Policy Act of 1969 (NEPA), Pub. L. 91-190 (1970) (codified as amended at 42 U.S.C. section 4321 et seq.) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which require subrecipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.

#### **Article X - Prior Approval for Modification of Approved Budget**

Before making any change to the DHS/ FEMA approved budget for this award, you must request prior written approval from MDEM where required by 2 C.F.R. Section 200.308. DHS/ FEMA is also utilizing its discretion to impose an additional restriction under 2 C.F.R. Section 200.308(f) regarding the transfer of funds among direct cost categories, programs, functions, or activities. Therefore, for awards with an approved budget where the federal share is greater than the simplified acquisition threshold (currently \$250,000), you may not transfer funds among direct cost categories, programs, functions, or activities without prior written approval from FEMA where the cumulative amount of such transfers exceeds or is expected to exceed ten percent (10%) of the total budget FEMA last approved. You must report any deviations from your FEMA approved budget in the first Federal Financial Report (SF-425) you submit following any budget deviation, regardless of whether the budget deviation requires prior written approval.

#### **Article XI - Acknowledgement of Federal Funding from DHS**

Subrecipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposal, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

#### **Article XII - USA PATRIOT Act of 2001**

Subrecipients must comply with requirements of Section 817 of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT Act), Pub. L. No. 107-56, which amends 18 U.S.C. sections 175-175c.

#### **Article XIII - Age Discrimination Act of 1975**

Subrecipients must comply with the requirements of the Age Discrimination Act of 1975, Pub. L. No. 94-135 (1975) (codified as amended at Title 42, U.S. Code, section 6101 et seq.), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.

#### **Article XIV - Civil Rights Act of 1964 - Title VI**

Subrecipients must comply with the requirements of Title VI of the Civil Rights Act of 1964 (codified as amended at 42 U.S.C. section 2000d et seq.), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. DHS implementing regulations for the Act are found at 6 C.F.R. Part 21 and 44 C.F.R. Part 7.

#### **Article XV - Notice of Funding Opportunity Requirements**

All the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the award terms and conditions. All recipients and subrecipients must comply with any such requirements set forth in the program NOFO.

#### **Article XVI - Trafficking Victims Protection Act of 2000 (TVPA)**

Subrecipients must comply with the requirements of the government-wide financial assistance award term which implements Section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), codified as amended at 22 U.S.C. section 7104. The award term is located at 2 C.F.R. section 175.15, the full text of which is incorporated here by reference

## **Article XVII - Non-Supplanting Requirement**

# **ITEM 8**

Subrecipients receiving federal financial assistance awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.

## **Article XVIII - Acceptance of Post Award Changes**

In the event FEMA determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, recipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate recipient acceptance of the changes to the award. Please contact the MDEM Grant Division at 410-517-3600 or email [Grants.mema@maryland.gov](mailto:Grants.mema@maryland.gov).

## **Article XIX - Drug-Free Workplace Regulations**

Subrecipients must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 2 C.F.R. Part 3001, which adopts the Government-wide implementation (2 C.F.R. Part 182) of Sec. 5152-5158 of the Drug-Free Workplace Act of 1988 (41 U.S.C. sections 8101-8106).

## **Article XX - Federal Leadership on Reducing Text Messaging while Driving**

Subrecipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in E.O. 13513, including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work for or on behalf of the federal government.

## **Article XXI - DHS Specific Acknowledgements and Assurances**

All recipients, subrecipients, successors, transferees, and assignees must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff.

1. Recipients must cooperate with any compliance reviews or compliance investigations conducted by DHS.
2. Subrecipients must give DHS & MDEM access to, and the right to examine and copy, records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by DHS regulations and other applicable laws or program guidance.
3. Subrecipients must submit timely, complete, and accurate reports to the appropriate DHS & MDEM officials and maintain appropriate backup documentation to support the reports.
4. Subrecipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.
5. Recipients of federal financial assistance from DHS must complete the DHS Civil Rights Evaluation Tool within thirty (30) days of receipt of the Notice of Award or, for State Administrative Agencies, thirty (30) days from receipt of the DHS Civil Rights Evaluation Tool from DHS or its awarding component agency. After the initial submission for the first award under which this term applies, recipients are required to provide this information once every two (2) years if they have an active award, not every time an award is made. Recipients should submit the completed tool, including supporting materials, to [CivilRightsEvaluation@hq.dhs.gov](mailto:CivilRightsEvaluation@hq.dhs.gov). This tool clarifies the civil rights obligations and related reporting requirements contained in the DHS Standard Terms and Conditions. Subrecipients are not required to complete and submit this tool to DHS. The evaluation tool can be found at <https://www.dhs.gov/publication/dhs-civil-rights-evaluation-tool>.
6. The DHS Office for Civil Rights and Civil Liberties will consider, in its discretion, granting an extension if the recipient identifies steps and a timeline for completing the tool. Recipients should request extensions by emailing the request to [CivilRightsEvaluation@hq.dhs.gov](mailto:CivilRightsEvaluation@hq.dhs.gov) prior to expiration of the 30-day deadline.

## **Article XXII - Disposition of Equipment Acquired Under the Federal Award**

when original or replacement equipment acquired under this award by the recipient or its subrecipients is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, you must request instructions from FEMA to make proper disposition of the equipment pursuant to 2 C.F.R. Section 200.313. **ITEM 8**

### **Article XXIII - Best Practices for Collection and Use of Personally Identifiable Information**

Subrecipients who collect personally identifiable information (PII) are required to have a publicly available privacy policy that describes standards on the usage and maintenance of the PII they collect. DHS defines PII as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. Subrecipients may also find the DHS Privacy Impact Assessments: Privacy Guidance at [http://www.dhs.gov/xlibrary/assets/privacy/privacy\\_pia\\_guidance\\_june2010.pdf](http://www.dhs.gov/xlibrary/assets/privacy/privacy_pia_guidance_june2010.pdf) and Privacy Template at [https://www.dhs.gov/sites/default/files/publications/privacy\\_pia\\_template\\_2017.pdf](https://www.dhs.gov/sites/default/files/publications/privacy_pia_template_2017.pdf) as useful resources respectively.

### **Article XXIV - Civil Rights Act of 1968**

Subrecipients must comply with Title VIII of the Civil Rights Act of 1968, Pub. L. 90-284, as amended through Pub. L. 113-4, which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (see 42 U.S.C. section 3601 et seq.), as implemented by the U.S. Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units-i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)-be designed and constructed with certain accessible features. (See 24 C.F.R. Part 100, Subpart D.)

### **Article XXV - Debarment and Suspension**

Subrecipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders (E.O.) 12549 and 12689, which are at 2 C.F.R. Part 180 as adopted by DHS at 2 C.F.R. Part 3000. These regulations restrict federal financial assistance awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

### **Article XXVI - Activities Conducted Abroad**

Subrecipients must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

### **Article XXVII - Energy Policy and Conservation Act**

Subrecipients must comply with the requirements of the Energy Policy and Conservation Act, Pub. L. 94- 163 (1975) (codified as amended at 42 U.S.C. section 6201 et seq.), which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

### **Article XXVIII - Procurement of Recovered Materials**

States, political subdivisions of states, and their contractors must comply with Section 6002 of the Solid Waste Disposal Act, Pub. L. 89-272 (1965), (codified as amended by the Resource Conservation and Recovery Act, 42 U.S.C. section 6962.) The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

### **Article XXIX - Terrorist Financing**

Subrecipients must comply with E.O. 13224 and U.S. laws that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism.

**Article XXX - Hotel and Motel Fire Safety Act of 1990**

In accordance with Section 6 of the Hotel and Motel Fire Safety Act of 1990, 15 U.S.C. section 2225a, subrecipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of the Federal Fire Prevention and Control Act of 1974, (codified as amended at 15 U.S.C. section 2225.)

**Article XXXI - Duplication of Benefits**

Any cost allocable to a particular federal financial assistance award provided for in 2 C.F.R. Part 200, Subpart E may not be charged to other federal financial assistance awards to overcome fund deficiencies; to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions; or for other reasons. However, these prohibitions would not preclude subrecipients from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions.

**Article XXXII - Fly America Act of 1974**

Subrecipients must comply with Preference for U.S. Flag Air Carriers (air carriers holding certificates under 49 U.S.C. section 41102) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974, 49 U.S.C. section 40118, and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942.

**Article XXXIII - Reporting of Matters Related to Recipient Integrity and Performance**

If the total value of any currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this federal award, then the recipients must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated here by reference in the award terms and conditions.

**Article XXXIV - Lobbying Prohibitions**

Subrecipients must comply with 31 U.S.C. section 1352, which provides that none of the funds provided under a federal financial assistance award may be expended by the subrecipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any federal action related to a federal award or contract, including any extension, continuation, renewal, amendment, or modification.

**Article XXXV - False Claims Act and Program Fraud Civil Remedies**

Subrecipients must comply with the requirements of the False Claims Act, 31 U.S.C. sections 3729- 3733, which prohibit the submission of false or fraudulent claims for payment to the federal government. (See 31 U.S.C. sections 3801-3812, which details the administrative remedies for false claims and statements made.)

**Article XXXVI - Federal Debt Status**

All subrecipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. (See OMB Circular A-129.)

**Article XXXVII - Nondiscrimination in Matters Pertaining to Faith-Based Organizations**

It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries. Subrecipients must comply with the

equal treatment policies and requirements contained in 6 C.F.R. Part 19 and other applicable statutes, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.

**Article XXXVIII - Education Amendments of 1972 (Equal Opportunity in Education Act) - Title IX**

Subrecipients must comply with the requirements of Title IX of the Education Amendments of 1972, Pub. L. 92-318 (1972) (codified as amended at 20 U.S.C. section 1681 et seq.), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. DHS implementing regulations are codified at C.F.R. Part 17 and 44 C.F.R. Part 19.

**Article XXXIX - Copyright**

Subrecipients must affix the applicable copyright notices of 17 U.S.C. sections 401 or 402 and an acknowledgement of U.S. Government sponsorship (including the award number) to any work first produced under federal financial assistance awards.

**Article XL - Reporting Subawards and Executive Compensation**

Subrecipients are required to comply with the requirements set forth in the government-wide award term on Reporting Subawards and Executive Compensation located at 2 C.F.R. Part 170, Appendix A, the full text of which is incorporated here by reference in the award terms and conditions.

**Article XLI - Use of DHS Seal, Logo and Flags**

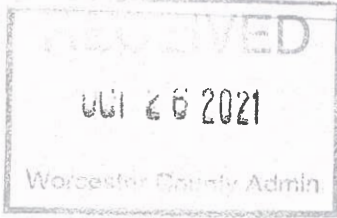
Subrecipients must obtain permission from their DHS FAO prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

**Article XLII - Whistleblower Protection Act**

Subrecipients must comply with the statutory requirements for whistleblower protections (if applicable) at 10 U.S.C section 2409, 41 U.S.C. section 4712, and 10 U.S.C. section 2324, 41 U.S.C. sections 4304 and 4310.

**Article XLIII - Patents and Intellectual Property Rights**

Subrecipients are subject to the Bayh-Dole Act, 35 U.S.C. section 200 et seq, unless otherwise provided by law. Subrecipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from federal financial assistance awards located at 37 C.F.R. Part 401 and the standard patent rights clause located at 37 C.F.R. section 401.14.



EMERGENCY SERVICES  
**Worcester County**  
 GOVERNMENT CENTER  
 ONE WEST MARKET STREET, ROOM 1002  
 SNOW HILL, MARYLAND 21863-1193  
 TEL: 410-632-1311  
 FAX: 410-632-4686

BILLY BIRCH  
 DIRECTOR

To: Weston Young, Chief Administrative Officer

From: Billy Birch, Director of Emergency Services

Re: FY 2021 Sub-Recipient Emergency Management Performance Grant – American Rescue Plan Act

Date: 25 October 2021

The Department of Emergency Services is requesting approval and a signature for the attached agreement between Worcester County and the Maryland Emergency Management Agency for the FY 2021 Emergency Management Performance Grant – American Rescue Plan Act at this time this is a one-time grant offering. These funds are awarded to the State of Maryland as pass through funds authorized by Congress which is why the county is listed as a sub-recipient. The award is in the amount of \$21,224.56 and is an 100% matching grant. Which means if we accept this grant, we will have to identify matching funds where we use assigned fund balance or other county general funds.

If approved DES would use these funds toward field communications enhancements. We can make changes in the scope of project as long as it meets one of the national priorities or goals. Again, there are very specific allowable guidelines for these funds can be used. This grant will close on June 30, 2023.

I am available to answer any questions that may arise at your convenience.

Attachment (1)



**2021 Sub-Recipient Agreement**  
for  
County Commissioners of Worcester County, Maryland

Date of Award  
10/13/2021

1. Sub-Recipient Name and Address  County Commissioners of Worcester County, Maryland	2. Prepared by: Stone, Stacy	3. MEMAGMS Award Number: 21-SR 8881-02
	4. Federal Grant Information	
	Federal Grant Title:	Emergency Management Performance Grant - American Rescue Plan Act
	Federal Grant Award Number/CFDA Number:	EMP-2021-EP-00006-S01 / 97.042
	Federal Granting Agency:	U.S. Department of Homeland Security

5. Award Amount	
<b>Total Award Amount</b> \$21,198.74 <b>100% Match Required</b>	<b>2021 EMPG-ARPA</b> Performance Period: FROM Oct 1, 2020 – Jun 30, 2023

6. **Statutory Authority for Grant:** This project is supported under the Homeland Security Act of 2002 as amended as amended (Public Law 107-296),(6USC603)  
**Appropriations Authority for Grant:** The Department of Homeland Security Appropriations Act, 2017

7. **Method of Payment:** Primary method is reimbursement.

8. **Debarment/Suspension Certification:** The Sub-Recipient certifies that the subgrantee and its' contractors/vendors are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded by any federal department or agency and do not appear in the Excluded Parties List System at <https://www.sam.gov/content/exclusions>

9. Agency Approval

Approving SAA Official: Janet Moncrieffe, Manager of Business Operations Maryland Department of Emergency Management DBA Maryland Emergency Management Agency	Signature of SAA Official:
	Date:

10. Sub-Recipient Acceptance

I have read and understand the attached Special Terms and Conditions and Certifications and Assurances.

Type name and title of Authorized Sub-Recipient official:	Signature of Sub-Recipient Official:

11. Enter Federal Employer Identification Number (FEIN) and DUNS number: 526001064	12. Date Signed :
---	-------------------

13. DUE DATE: 11/27/2021  
Signed award must be returned to the SAA on or before the above due date.

**AGREEMENT ARTICLES Emergency Management Performance Grants**

**GRANTEE: Maryland Department of Emergency Management**

**dba Maryland Emergency Management Agency**

**PROGRAM: Emergency Management Performance Grants**

**AGREEMENT NUMBER: EMP-2021-EP-00006-S01**

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Article XLIV Special Conditions

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**Article III - Limited English Proficiency (Civil Rights Act of 1964, Title VI)**

Subrecipients must comply with Title VI of the Civil Rights Act of 1964, (42 U.S.C. section 2000d et seq.) prohibition against discrimination on the basis of national origin, which requires that subrecipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance: <https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited-and-additional-resources-on-http://www.lep.gov>.

**Article IV - Universal Identifier and System of Award Management**

Recipients are required to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, Appendix A, the full text of which is incorporated here by reference.

**Article V - Americans with Disabilities Act of 1990**

Subrecipients must comply with the requirements of Titles I, II, and III of the Americans with Disabilities Act, Pub. L. No. 101-336 (1990) (codified as amended at 42 U.S.C. sections 12101- 12213), which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities.

**Article VI - SAFECOM**

Subrecipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

**Article VII - Environmental Planning and Historic Preservation (EHP) Review**

DHS/FEMA funded activities that may require an EHP review are subject to the FEMA's Environmental Planning and Historic Preservation (EHP) review process. This review does not address all federal, state, and local requirements. Acceptance of federal funding requires the subrecipient to comply with all federal, state, and local laws. DHS/FEMA is required to consider the potential impacts to natural and cultural resources of all projects funded by DHS/FEMA grant funds, through its EHP Review process, as mandated by the National Environmental Policy Act; National Historic Preservation Act of 1966, as amended; National Flood Insurance Program regulations; and, any other applicable laws and Executive Orders. To access the FEMA's EHP screening form and instructions, go to the MEMAGMS > Admin Menu > Forms Manager. In order to initiate EHP review of your project(s), subrecipients must complete all relevant sections of this form and submit it to [janet.moncrieffe@maryland.gov](mailto:janet.moncrieffe@maryland.gov) & copy [grants.mema@maryland.gov](mailto:grants.mema@maryland.gov) along with all other pertinent project information.

The EHP review process must be completed before funds are released to carry out the proposed project; otherwise, DHS/FEMA may not be able to fund the project due to noncompliance with EHP laws, executive order, regulations, and policies. If ground disturbing activities occur during construction, applicant will monitor ground disturbance, and if any potential archeological resources are discovered, applicant will immediately cease work in that area and notify MDEM, if applicable, and DHS/FEMA.

**Article VIII - Rehabilitation Act of 1973**

Subrecipients must comply with the requirements of Section 504 of the Rehabilitation Act of 1973, Pub. L. 93-112 (1973), (codified as amended at 29 U.S.C. section 794,) which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

**Article IX - National Environmental Policy Act**

## ITEM 9

Subrecipients must comply with the requirements of the National Environmental Policy Act of 1969 (NEPA), Pub. L. 91-190 (1970) (codified as amended at 42 U.S.C. section 4321 et seq.) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which require subrecipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.

### Article X - Disposition of Equipment Acquired Under the Federal Award

When original or replacement equipment acquired under this award by the recipient or its subrecipients is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, you must request instructions from FEMA to make proper disposition of the equipment pursuant to 2 C.F.R. Section 200.313.

### Article XI - Acknowledgement of Federal Funding from DHS

Subrecipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposal, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

### Article XII - USA PATRIOT Act of 2001

Subrecipients must comply with requirements of Section 817 of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT Act), Pub. L. No. 107-56, which amends 18 U.S.C. sections 175-175c.

### Article XIII - Age Discrimination Act of 1975

Subrecipients must comply with the requirements of the Age Discrimination Act of 1975, Pub. L. No. 94-135 (1975) (codified as amended at Title 42, U.S. Code, section 6101 et seq.), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.

### Article XIV - Civil Rights Act of 1964 - Title VI

Subrecipients must comply with the requirements of Title VI of the Civil Rights Act of 1964 (codified as amended at 42 U.S.C. section 2000d et seq.), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. DHS implementing regulations for the Act are found at 6 C.F.R. Part 21 and 44 C.F.R. Part 7.

### Article XV - Notice of Funding Opportunity Requirements

All the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the award terms and conditions. All recipients and subrecipients must comply with any such requirements set forth in the program NOFO.

### Article XVI - Trafficking Victims Protection Act of 2000 (TVPA)

Subrecipients must comply with the requirements of the government-wide financial assistance award term which implements Section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), codified as amended at 22 U.S.C. section 7104. The award term is located at 2 C.F.R. section 175.15, the full text of which is incorporated here by reference.

### Article XVII - Non-Supplanting Requirement

Subrecipients receiving federal financial assistance awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.

### Article XVIII - Prior Approval for Modification of Approved Budget

## ITEM 9

Before making any change to the DHS/FEMA approved budget for this award, you must request prior written approval from the Maryland Department of Emergency Management (MDEM) where required by 2 C.F.R. section 200.308. DHS/FEMA is also utilizing its discretion to impose an additional restriction under 2 C.F.R. section 200.308(f) regarding the transfer of funds among direct cost categories, programs, functions, or activities. Therefore, for awards with an approved budget where the federal share is greater than the simplified acquisition threshold (currently \$250,000), you may not transfer funds among direct cost categories, programs, functions, or activities without prior written approval from MDEM where the cumulative amount of such transfers exceeds or is expected to exceed ten percent (10%) of the total budget MDEM last approved. You must report any deviations from your approved budget in the first Federal Financial Report (SF-425) you submit with the Quarterly Status Report (QSR) following any budget deviation, regardless of whether the budget deviation requires prior written approval

### Article XIX - Drug-Free Workplace Regulations

Subrecipients must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the subrecipient is an individual) of 2 C.F.R. Part 3001, which adopts the Government-wide implementation (2 C.F.R. Part 182) of Sec. 5152-5158 of the Drug-Free Workplace Act of 1988 (41 U.S.C. sections 8101-8106).

### Article XX - Federal Leadership on Reducing Text Messaging while Driving

Subrecipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in E.O. 13513, including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work for or on behalf of the federal government.

### Article XXI - Acceptance of Post Award Changes

In the event FEMA determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, recipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate recipient acceptance of the changes to the award. **Please contact the Maryland Department of Emergency Management (MDEM) Grant Division at 410-517-3600 or email [Grants.mema@maryland.gov](mailto:Grants.mema@maryland.gov).**

### Article XXII - DHS Specific Acknowledgements and Assurances

All recipients, subrecipients, successors, transferees, and assignees must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff.

1. Recipients must cooperate with any compliance reviews or compliance investigations conducted by DHS.
2. Subrecipients must give DHS access to, and the right to examine and copy, records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by DHS regulations and other applicable laws or program guidance.
3. Subrecipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports.
4. Subrecipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.
5. Recipients of federal financial assistance from DHS must complete the DHS Civil Rights Evaluation Tool within thirty (30) days of receipt of the Notice of Award or, for State Administrative Agencies, thirty (30) days from receipt of the DHS Civil Rights Evaluation Tool from DHS or its awarding component agency. After the initial submission for the first award under which this term applies, recipients are required to provide this information once every two (2) years if they have an active award, not every time an award is made.

Recipients should submit the completed tool, including supporting materials, to

## ITEM 9

CivilRightsEvaluation@hq.dhs.gov. This tool clarifies the civil rights obligations and related reporting requirements contained in the DHS Standard Terms and Conditions. Subrecipients are not required to complete and submit this tool to DHS. The evaluation tool can be found at <https://www.dhs.gov/publication/dhs-civil-rights-evaluation-tool>. The DHS Office for Civil Rights and Civil Liberties will consider, in its discretion, granting an extension if the recipient identifies steps and a timeline for completing the tool. Recipients should request extensions by emailing the request to CivilRightsEvaluation@hq.dhs.gov prior to expiration of the 30-day deadline.

### Article XXIII - Best Practices for Collection and Use of Personally Identifiable Information

Subrecipients who collect personally identifiable information (PII) are required to have a publicly available privacy policy that describes standards on the usage and maintenance of the PII they collect. DHS defines PII as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. Subrecipients may also find the DHS Privacy Impact Assessments: Privacy Guidance at [http://www.dhs.gov/xlibrary/assets/privacy/privacy\\_pia\\_guidance\\_june2010.pdf](http://www.dhs.gov/xlibrary/assets/privacy/privacy_pia_guidance_june2010.pdf) and Privacy Template at [https://www.dhs.gov/sites/default/files/publications/privacy\\_pia\\_template\\_2017.pdf](https://www.dhs.gov/sites/default/files/publications/privacy_pia_template_2017.pdf) as useful resources respectively.

### Article XXIV - Civil Rights Act of 1968

Subrecipients must comply with Title VIII of the Civil Rights Act of 1968, Pub. L. 90-284, as amended through Pub. L. 113-4, which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (see 42 U.S.C. section 3601 et seq.), as implemented by the U.S. Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units-i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)-be designed and constructed with certain accessible features. (See 24 C.F.R. Part 100, Subpart D.)

### Article XXV - Debarment and Suspension

Subrecipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders (E.O.) 12549 and 12689, which are at 2 C.F.R. Part 180 as adopted by DHS at 2 C.F.R. Part 3000. These regulations restrict federal financial assistance awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

### Article XXVI - Activities Conducted Abroad

Subrecipients must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

### Article XXVII - Energy Policy and Conservation Act

Subrecipients must comply with the requirements of the Energy Policy and Conservation Act, Pub. L. 94- 163 (1975) (codified as amended at 42 U.S.C. section 6201 et seq.), which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

### Article XXVIII - Procurement of Recovered Materials

States, political subdivisions of states, and their contractors must comply with Section 6002 of the Solid Waste Disposal Act, Pub. L. 89-272 (1965), (codified as amended by the Resource Conservation and Recovery Act, 42 U.S.C. section 6962.) The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

### Article XXIX - Terrorist Financing

## ITEM 9

Subrecipients must comply with E.O. 13224 and U.S. laws that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Subrecipients are legally responsible to ensure compliance with the Order and laws.

### Article XXX - Hotel and Motel Fire Safety Act of 1990

In accordance with Section 6 of the Hotel and Motel Fire Safety Act of 1990, 15 U.S.C. section 2225a, subrecipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of the Federal Fire Prevention and Control Act of 1974, (codified as amended at 15 U.S.C. section 2225.)

### Article XXXI - Duplication of Benefits

Any cost allocable to a particular federal financial assistance award provided for in 2 C.F.R. Part 200, Subpart E may not be charged to other federal financial assistance awards to overcome fund deficiencies; to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions; or for other reasons. However, these prohibitions would not preclude subrecipients from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions.

### Article XXXII - Fly America Act of 1974

Subrecipients must comply with Preference for U.S. Flag Air Carriers (air carriers holding certificates under 49 U.S.C. section 41102) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974, 49 U.S.C. section 40118, and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942.

### Article XXXIII - Reporting of Matters Related to Recipient Integrity and Performance

If the total value of any currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this federal award, then the recipients must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated here by reference in the award terms and conditions.

### Article XXXIV - Lobbying Prohibitions

Subrecipients must comply with 31 U.S.C. section 1352, which provides that none of the funds provided under a federal financial assistance award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any federal action related to a federal award or contract, including any extension, continuation, renewal, amendment, or modification.

### Article XXXV - False Claims Act and Program Fraud Civil Remedies

Subrecipients must comply with the requirements of the False Claims Act, 31 U.S.C. sections 3729- 3733, which prohibit the submission of false or fraudulent claims for payment to the federal government. (See 31 U.S.C. sections 3801-3812, which details the administrative remedies for false claims and statements made.)

### Article XXXVI - Federal Debt Status

All Subrecipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. (See OMB Circular A-129.)

### Article XXXVII - Nondiscrimination in Matters Pertaining to Faith-Based Organizations

## ITEM 9

It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries. Subrecipients must comply with the equal treatment policies and requirements contained in 6 C.F.R. Part 19 and other applicable statutes, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.

### Article XXXVIII - Education Amendments of 1972 (Equal Opportunity in Education Act) - Title IX

Subrecipients must comply with the requirements of Title IX of the Education Amendments of 1972, Pub. L. 92-318 (1972) (codified as amended at 20 U.S.C. section 1681 et seq.), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. DHS implementing regulations are codified at C.F.R. Part 17 and 44 C.F.R. Part 19.

### Article XXXIX - Copyright

Subrecipients must affix the applicable copyright notices of 17 U.S.C. sections 401 or 402 and an acknowledgement of U.S. Government sponsorship (including the award number) to any work first produced under federal financial assistance awards.

### Article XL - Reporting Subawards and Executive Compensation

Subrecipients are required to comply with the requirements set forth in the government-wide award term on Reporting Subawards and Executive Compensation located at 2 C.F.R. Part 170, Appendix A, the full text of which is incorporated here by reference in the award terms and conditions.

### Article XLI - Use of DHS Seal, Logo and Flags

Subrecipients must obtain permission from their DHS FAO prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

### Article XLII - Whistleblower Protection Act

Subrecipients must comply with the statutory requirements for whistleblower protections (if applicable) at 10 U.S.C section 2409, 41 U.S.C. section 4712, and 10 U.S.C. section 2324, 41 U.S.C. sections 4304 and 4310.

### Article XLIII - Patents and Intellectual Property Rights

Subrecipients are subject to the Bayh-Dole Act, 35 U.S.C. section 200 et seq, unless otherwise provided by law. Subrecipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from federal financial assistance awards located at 37 C.F.R. Part 401 and the standard patent rights clause located at 37 C.F.R. section 401.14.

### Article XLIV - Special Conditions

1. Subrecipients must report steps to address/ update the Emergency Operations Plan (EOP) in the Quarterly Status Report (QSR).
2. Subrecipients are required to submit an updated EOP with the final QSR.



**The Board of Education of Worcester County**  
 6270 Worcester Highway | Newark, Maryland 21841  
 Telephone: (410) 632-5000 | Fax: (410) 632-0364  
[www.worcesterk12.org](http://www.worcesterk12.org)

November 2, 2021

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Gr. 9-12

Mr. Joseph M. Mitrecic, President  
 Worcester County Commissioners  
 Worcester County Government Center  
 One W. Market Street, Room 1103  
 Snow Hill, Maryland 21863

Dear President Metrecic:

Each year in November we review our Capital Improvement Program (CIP) with the Commissioners. We will be reviewing the proposed FY 2023 CIP with you on November 2<sup>nd</sup>. The FY 2023 CIP has been developed in accordance with the County Capital Improvement Plan and is in compliance with the Maryland Interagency Commission for School Construction (IAC) regulations.

We will be requesting the Commissioners' approval of the enclosed CIP as a planning document. Verification to the IAC that the County Commissioners have approved the proposed plan is required no later than November 30<sup>th</sup>. The 2021-2022 Educational Facilities Master Plan provides additional information on our current and future facility needs and is available for your viewing or downloading from our school system website at:

<https://tinyurl.com/WCPSFacilities>

The proposed FY 2023 CIP is consistent with the Worcester County Ten Year Capital Improvement Plan and incorporates all prior recommendations of the County Commissioners regarding our future school construction needs as follows:

- **Planning / Funding Requests**

There are no planning or funding requests included in the FY 2023 Capital Improvement Program.

- **Future Projects**

The FY 2023 CIP includes future roof replacement projects at Snow Hill Middle School and Cedar Chapel Special School and at Pocomoke Elementary School. Our long-range planning also includes a proposed renovation/addition or replacement school project for Buckingham Elementary School and a proposed renovation/addition or replacement school project for Snow Hill Elementary School.

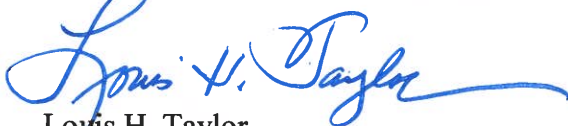
It is our belief that we have been successful in addressing our school construction needs because of the combined efforts of our Board of Education, County Commissioners, state legislators and community members. Through your support, we have successfully completed the design and bidding processes for the much needed addition project at Stephen Decatur Middle School which will begin construction in early

# ITEM 10

November. It is our hope that with the ongoing support of the County Commissioners, we will continue to provide all Worcester County children with excellent educational facilities.

The Board of Education and I want to thank and commend you for your continued support of our school system. I look forward to meeting with you on November 2<sup>nd</sup> to discuss the FY 2023 Capital Improvement Program.

Sincerely,



Louis H. Taylor  
Superintendent of Schools

LT:jjp

cc: Board of Education Members  
Mr. Weston Young

**FY 2023 CAPITAL IMPROVEMENT PROGRAM  
WORCESTER COUNTY PUBLIC SCHOOLS  
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## Worcester County FY 2023 Capital Improvement Program Summary

### 1. Planning / Funding Requests

- The Worcester County Public Schools FY2023 CIP does not include any State Planning or Funding requests.

### 2. Current Projects

- Showell Elementary Replacement School – 23.011.019 LPC
  - Construction was completed in August 2020 and the new school opened for students on September 28, 2020.
  - The Worcester County Board of Education approved the final construction requisition on July 20, 2021. Project close-out documents were forwarded to the State on July 22, 2021.
- Pocomoke Middle School Roof Replacement – 23.011.21 SR
  - Demolition of the existing 87,600 square foot Pocomoke Middle roof began on June 21, 2021.
  - Installation of the new roof is scheduled to be substantially complete on September 30, 2021.
- Stephen Decatur Middle School Addition – 23.014.022 LPC
  - The project entails construction of a 24,800 square foot addition to the existing 79,500 square foot Stephen Decatur Middle School.
  - Bidding for the 5A Steel package was completed on June 17, 2021. The 5A bids were approved by the Worcester County Commissioners on June 24, 2021, by the Worcester County Commissioners on July 6, 2021 and by the IAC on August 12, 2021.
  - Bidding for the remaining 24 bid packages was conducted on August 11, 2021 and August 26, 2021.
  - The bids will be presented to the Worcester County Board of Education on September 21, 2021 and to the Worcester County Commissioners on October 5, 2021.
  - Pending approvals, contractor mobilization to the site will commence on October 15, 2021, construction will begin on November 1, 2021 and construction is scheduled to be complete on December 31, 2022.

### 3. Future Projects

- Future projects identified in the FY 2023 Capital Improvement Program include:
  - Roof replacement at Snow Hill Middle School/Cedar Chapel Special School
  - A replacement school project at Buckingham Elementary School
  - Roof replacement project at Pocomoke Middle School
  - A replacement school project at Snow Hill Elementary School

**FUTURE PROJECT REQUEST - (Optional Form)**

LEA: Worcester  
 DATE: 9/21/2021

FISCAL YEAR: 2023

PSC NO.: 23.009 / 23.013

PROJECT TYPE: NEW  ADDITION  RENOVATION  REPLACEMENT

SYSTEMIC RENOVATIONS:  STATE-OWNED RELOCATABLES:

SCHOOL NAME: Snow Hill Middle School / Cedar Chapel Special School

SCHOOL ADDRESS: 522 / 510 Coulbourne Lane, Snow Hill, MD. 21863

DESCRIPTION:

Replacement of 107,175 s.f. roof @\$34.00/sf	\$ 3,644,000
Contingency (5.0%)	\$ 182,000
A/E Design	\$ 103,000
<b>Total</b>	<b>\$ 3,929,000</b>

PROPOSED RATED CAPACITY:	<b>784 (SHMS) / 90 (CCSS)</b>	GRADES:	<b>4-8 (SHMS) / Ung. (CCSS)</b>
REQUEST APPROVAL FOR PLANNING FY:		FUNDING FY:	<b>2024</b>
ESTIMATED COST TO STATE:	<b>\$1,822,000</b>	LOCAL COST:	<b>\$2,107,000</b>

PROJECT JUSTIFICATION:

Snow Hill Middle School was constructed in 1970. The original roof was replaced in 1994. A 2020 roof inspection conducted by an independent roofing consultant identified blisters, seam separation, pitch pan, drains and expansion joint issues. The roof was given an overall rating of "Fair/Poor". The condition of the Snow Hill Middle School roof has also been identified by State Maintenance inspectors. Cedar Chapel Special School was constructed in 1986 as an addition to Snow Hill Middle School. The 35-year-old original CCSS roof has not been replaced and exhibits roof issues similar to Snow Hill Middle School.

**ENROLLMENT PROJECTIONS**

	<u>2021*</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>
SHMS	431	417	409	401	387	403	407	401	404	407
CCSS	50	50	50	50	50	50	50	50	50	50

\* Preliminary September 2021 enrollment estimate. Final enrollments will be provided as soon as available.

**FUTURE PROJECT REQUEST - (Optional Form)**

LEA: Worcester  
 DATE: 9/21/2021

FISCAL YEAR: 2023

PSC NO.: 23.007

PROJECT TYPE: NEW  ADDITION  RENOVATION  REPLACEMENT   
 SYSTEMIC RENOVATIONS:  STATE-OWNED RELOCATABLES:

SCHOOL NAME: Buckingham Elementary School  
 SCHOOL ADDRESS: 100 Buckingham Road, Berlin, MD. 21811

**DESCRIPTION:**

New (Replacement) Space: 91,553 sf @ \$474.61/sf	\$ 43,452,000
Site Development (19.00%)	\$ 8,256,000
Demolition	\$ 634,000
Building Commissioning	\$ 280,000
Contingency (3.0%)	\$ 1,570,000
Movable Equipment (3.5%)	\$ 1,521,000
Technology (2.0%)	\$ 869,000
A/E Fee and CM Fee	\$ 8,898,000
Miscellaneous (1.5%)	\$ 785,000
Playground Equipment	\$ 300,000
<b>TOTAL</b>	<b>\$ 66,565,000</b>

PROPOSED RATED CAPACITY:	<b>565</b>	GRADES:	<b>Pre K - 4</b>
REQUEST APPROVAL FOR PLANNING FY:	<b>FY 25</b>	FUNDING FY:	<b>FY 26 / 27</b>
ESTIMATED COST TO STATE:	<b>\$11,146,000</b>	LOCAL COST:	<b>\$55,419,000</b>

**PROJECT JUSTIFICATION:**

Buckingham Elementary School was originally constructed in 1976. There have been no additions or renovations executed at the school over the 45-year life of BES. During the 2020-21 school year, Buckingham Elementary operated at 120% of Local Rated Capacity and 90% of State Rated Capacity. Buckingham Elementary will utilize five portable classrooms in 2021-22 to accommodate existing programs. Additional space is required to adequately support all instructional programs. Cafeteria, Media Center and support spaces are also inadequate to serve existing needs. A BES Feasibility Study will be executed beginning in July 2022 to evaluate existing building/site conditions and to evaluate construction options.

**ENROLLMENT PROJECTIONS**

<u>2021*</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>
476	487	482	488	486	494	497	550	558	565

\* Preliminary September 2021 enrollment estimate. Final enrollments will be provided as soon as available.

**FUTURE PROJECT REQUEST - (Optional Form)**

LEA: Worcester  
 DATE: 9/21/2021 FISCAL YEAR: 2023

PSC NO.: 23.002

PROJECT TYPE: NEW  ADDITION  RENOVATION  REPLACEMENT   
 SYSTEMIC RENOVATIONS:  STATE-OWNED RELOCATABLES:

SCHOOL NAME: Pocomoke Elementary School  
 SCHOOL ADDRESS: 2119 Pocomoke Beltway, Pocomoke, MD. 21851

DESCRIPTION:

Replacement of 52,512 s.f. roof @\$35.06/sf	\$ 1,841,000
Contingency (5.0%)	\$ 92,000
A/E Design	\$ 107,000
<b>Total</b>	<b>\$ 2,040,000</b>

PROPOSED RATED CAPACITY:	<b>506</b>	GRADES:	<b>Pre-K - 3</b>
REQUEST APPROVAL FOR PLANNING FY:		FUNDING FY:	<b>2025</b>
ESTIMATED COST TO STATE:	<b>\$921,000</b>	LOCAL COST:	<b>\$1,119,000</b>

PROJECT JUSTIFICATION:

Pocomoke Elementary School was constructed in 1976. The original roof was replaced in 1993. A 2020 roof inspection conducted by an independent roofing consultant identified blister, seam separation, pitch pan, drains and expansion joint issues. The roof was given an overall rating of "Fair/Poor". The condition of the Pocomoke Elementary School roof has also been identified by State Maintenance inspectors. The Pocomoke Elementary roof replacement will be the third of three consecutive roof projects; the first two being Pocomoke Middle School (2021) and Snow Hill Middle/Cedar Chapel Special School (2023).

<u>ENROLLMENT PROJECTIONS</u>									
<u>2021*</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>
424	428	417	412	412	414	419	426	432	436

\* Preliminary September 2021 enrollment estimate. Final enrollments will be provided as soon as available.

4

**FUTURE PROJECT REQUEST - (Optional Form)**

LEA: Worcester

DATE: 9/21/2021

FISCAL YEAR: 2023

PSC NO.: 23.008

PROJECT TYPE: NEW  ADDITION  RENOVATION  REPLACEMENT

SYSTEMIC RENOVATIONS:  STATE-OWNED RELOCATABLES:

SCHOOL NAME: Snow Hill Elementary School

SCHOOL ADDRESS: 515 Coulbourne Lane, Snow Hill, MD. 21863

**DESCRIPTION:**

<b>New (Replacement) Space: 63,000 sf @ \$555.21/sf</b>	<b>\$ 34,978,000</b>
<b>Site Development (19.00%)</b>	<b>\$ 6,646,000</b>
<b>Demolition</b>	<b>\$ 634,000</b>
<b>Building Commissioning</b>	<b>\$ 300,000</b>
<b>Contingency (3.0%)</b>	<b>\$ 1,268,000</b>
<b>Movable Equipment (3.5%)</b>	<b>\$ 1,224,000</b>
<b>Technology (2.0%)</b>	<b>\$ 700,000</b>
<b>A/E Fee and CM Fee</b>	<b>\$ 7,189,000</b>
<b>Miscellaneous (1.5%)</b>	<b>\$ 634,000</b>
<b>Playground Equipment</b>	<b>\$ 350,000</b>
<b>TOTAL</b>	<b>\$ 53,923,000</b>

PROPOSED RATED CAPACITY:	<b>384</b>	GRADES:	<b>Pre K - 3</b>
REQUEST APPROVAL FOR PLANNING FY:	<b>FY 28</b>	FUNDING FY:	<b>FY 30 / 31</b>
ESTIMATED COST TO STATE:	<b>\$12,537,000</b>	LOCAL COST:	<b>\$41,386,000</b>

**PROJECT JUSTIFICATION:**

Snow Hill Elementary School was originally constructed in 1979. There have been no additions or renovations executed at the school over the 42-year life of SHES. During the 2020-21 school year, Snow Hill Elementary operated at 103% of Local Rated Capacity. Snow Hill Elementary will utilize five portable classrooms in 2021-22 to accommodate existing programs. Additional space is required to adequately support all instructional programs. Cafeteria, Media Center and support spaces are also inadequate to serve existing needs. A SHES Feasibility Study will be executed beginning in July 2025 to evaluate existing building/site conditions and to evaluate construction options.

**ENROLLMENT PROJECTIONS**

<u>2021*</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>
317	325	316	320	324	325	330	336	341	345

\* Preliminary September 2021 enrollment estimate. Final enrollments will be provided as soon as available.

**SUMMARY OF CURRENT PLANNING AND FUNDING REQUESTS**

LEA: Worcester FISCAL YEAR: 2023 DATE: 9/21/2021

PRIORITY #	PROJECT TITLE	TOTAL EST. COST	NON-PSCP/IAC FUNDS	TOTAL STATE FUNDS	PRIOR PSCP/IAC FUNDS	CURRENT REQUESTS (\$ OR LP)		Expected Project Requests (enter fiscal year below)										
						FY	2023	FY	2024	FY	2025	FY	2026	FY	2027	FY	2028	
1	Snow Hill Middle/Cedar Chapel Special Roof Replacement	\$3,929	\$2,107	\$1,822			\$1,822											
2	Buckingham Elementary Replacement School	\$66,565	\$55,419	\$11,146						LP		\$5,573		\$5,573				
3	Pocomoke Elementary Roof Replacement	\$2,040	\$1,119	\$921						\$921								
4	Snow Hill Elementary Replacement School	\$53,923	\$41,386	\$12,537														LP
5																		
6																		
7																		
8																		
9																		
10																		
11																		
12																		
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25																		
26																		
27																		
28																		
29																		
TOTAL (Last page only)		\$126,457	\$100,031	\$26,426	\$0	\$0	\$1,822	\$921	\$5,573	\$5,573	\$0							

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**STATUS OF PREVIOUSLY APPROVED PROJECTS**

LEA: **Worcester** FISCAL YEAR: **2023**  
 DATE: **9/21/2021**

PROJECT TITLE and PSC NO. <sup>1</sup> (Chronological Order by Fiscal Year)	MONTH AND YEAR (00/00) OF <u>STATE</u> APPROVAL					Percent Construction Completed	Date Occupied
	IAC	SD	DD	CD	CONTRACT AWARD		
<b>Showell Elementary Replacement School 23.001.019 LPC</b>	1/17	4/17	12/17	3/18	8/18	100%	9/8/20
<b>Pocomoke Middle School Roof Replacement 23.011.21 SR</b>	12/20			10/20	3/21	90%	
<b>Stephen Decatur Middle Addition 23.014.21 LP</b>	6/20	10/20	6/21	6/21		0%	
<b>Berlin Intermediate Cameras 23.012.19 SSGP - R2</b>	10/19				10/19**	100%	
<b>Buckingham Elementary Cameras 23.007.19 SSGP - R2</b>	10/19				10/19**	100%	
<b>Cedar Chapel Special Cameras 23.013.19 SSGP - R2</b>	10/19				10/19**	100%	
<b>Ocean City Elementary Cameras 23.006.19 SSGP - R2</b>	10/19				10/19**	100%	
<b>Pocomoke Elementary Cameras 23.002.19 SSGP - R2</b>	10/19				10/19**	100%	
<b>Pocomoke High Cameras 23.003.19 SSGP - R2</b>	10/19				10/19**	100%	
<b>Pocomoke Middle Cameras &amp; Amplifiers 23.011.19 SSGP - R2</b>	10/19				10/19**	100%	

<sup>1</sup> ALL PROJECTS INCLUDING SYSTEMIC RENOVATION, AGING SCHOOL, SCHOOL SAFETY, HEALTHY SCHOOLS FACILITY FUND AND QZAB.

**STATUS OF PREVIOUSLY APPROVED PROJECTS**

LEA: **Worcester** FISCAL YEAR: **2023**  
 DATE: **9/21/2021**

PROJECT TITLE and PSC NO. <sup>1</sup> (Chronological Order by Fiscal Year)	MONTH AND YEAR (00/00) OF STATE APPROVAL					Percent Constructio n Completed	Date Occupied
	IAC	SD	DD	CD	CONTRACT AWARD		
Snow Hill Elementary Cameras 23.008.19 SSGP - R2	10/19				10/19**	100%	
Snow Hill High Cameras 23.005.19 SSGP - R2	10/19				10/19**	100%	
Snow Hill Middle Cameras & Amplifiers 23.009.19 SSGP - R2	10/19				10/19**	100%	
Stephen Decatur High Cameras 23.004.19 SSGP - R2	10/19				10/19**	100%	
Stephen Decatur Middle Cameras 23.014.19 SSGP - R2	10/19				10/19**	100%	
Worcester Tech High Cameras 23.015.19 SSGP - R2	10/19				10/19**	100%	
Cedar Chapel S.S. HVAC Units 23.013.21 ASP	4/21				6/21**	0%	
Stephen Decatur High Repair Masonry Walls 23.004.21 ASP	4/21				6/21**	0%	

<sup>1</sup> ALL PROJECTS INCLUDING SYSTEMIC RENOVATION, AGING SCHOOL, SCHOOL SAFETY, HEALTHY SCHOOLS FACILITY FUND AND QZAB.

**STATUS OF STATE-OWNED RELOCATABLES**

LEA: Worcester

FISCAL YEAR: FY 2023

DATE: 9/21/2021

SCHOOL	BUILDING NUMBER	MFR/ NO. CLRM(S)	CURRENT USE	DATE SITED	ACTION REQUESTED	JUSTIFICATION
NONE						
<p>(Note: 20 locally owned portable temporary classrooms are used to accommodate all existing programs.)</p>						

<sup>1</sup> The following actions may be requested: Retain in the same location, Move within school system, Revert to State (indicate date available). The completed form should be included with the Capital Improvement Program submittal.

WORCESTER COUNTY

SUMMARY OF PORTABLE CLASSROOMS

2021 - 2022

SCHOOL	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	SQ. FT.
Buckingham Elementary	5	5	5	5	5	5	5	3,840
Ocean City Elementary	0	0	0	0	0	0	0	0
Pocomoke Elementary	0	0	0	0	0	0	0	0
Showell Elementary	9	9	9	9	9	7 (Note 4)	0 (Note 4)	0
Snow Hill Elementary	5	5	5	5	5	5	5	3,840
Berlin Intermediate	6	6	6	6	6	6	0 (Note 5)	0
Pocomoke Middle	0	0	0	0	0	0	0	0
Snow Hill Middle	1	1	1	1	1	1	1	768
Cedar Chapel Special	0	0	0	0	0	0	0	0
Stephen Decatur Middle	9	9	9	9	9	9	9	6,912
Pocomoke High	0	0	0	0	0	0	0	0
Snow Hill High	17	17 (Note 1)	4 (Note 2)	0 (Note 3)	0	0	0	0
Stephen Decatur High	0	0	0	0	0	0	0	0
Worcester Tech	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>52</b>	<b>52</b>	<b>39</b>	<b>35</b>	<b>35</b>	<b>33</b>	<b>20</b>	<b>15,360</b>

- (1) Four temporary structures and thirteen locally owned portables utilized at Snow Hill High School (13,056 s.f.). Eleven portable classrooms relocated from Pocomoke High School in 2011 to support renovation/addition project.
- (2) Four temporary structures at Snow Hill High School demolished and nine locally owned portable classrooms relocated to Central Office in summer 2016.
- (3) Two locally owned portable classrooms demolished and two locally owned portable classrooms at Snow Hill High School relocated to Central Office in January 2017. No portable classrooms at Snow Hill High School.
- (4) Two locally owned portable classrooms at Showell Elementary School demolished in summer 2019 to accommodate construction of the Showell Replacement School. The remaining seven locally owned portable classrooms were demolished in summer 2020.
- (5) Six locally owned portable classrooms removed from Berlin Intermediate School in summer 2020. BIS Grade 4 relocated to the Showell Elementary Replacement School. Portables removed from BIS site.

# WORCESTER COUNTY Priority Funding Areas

**Priority Funding Areas**

**Pre-defined Areas**

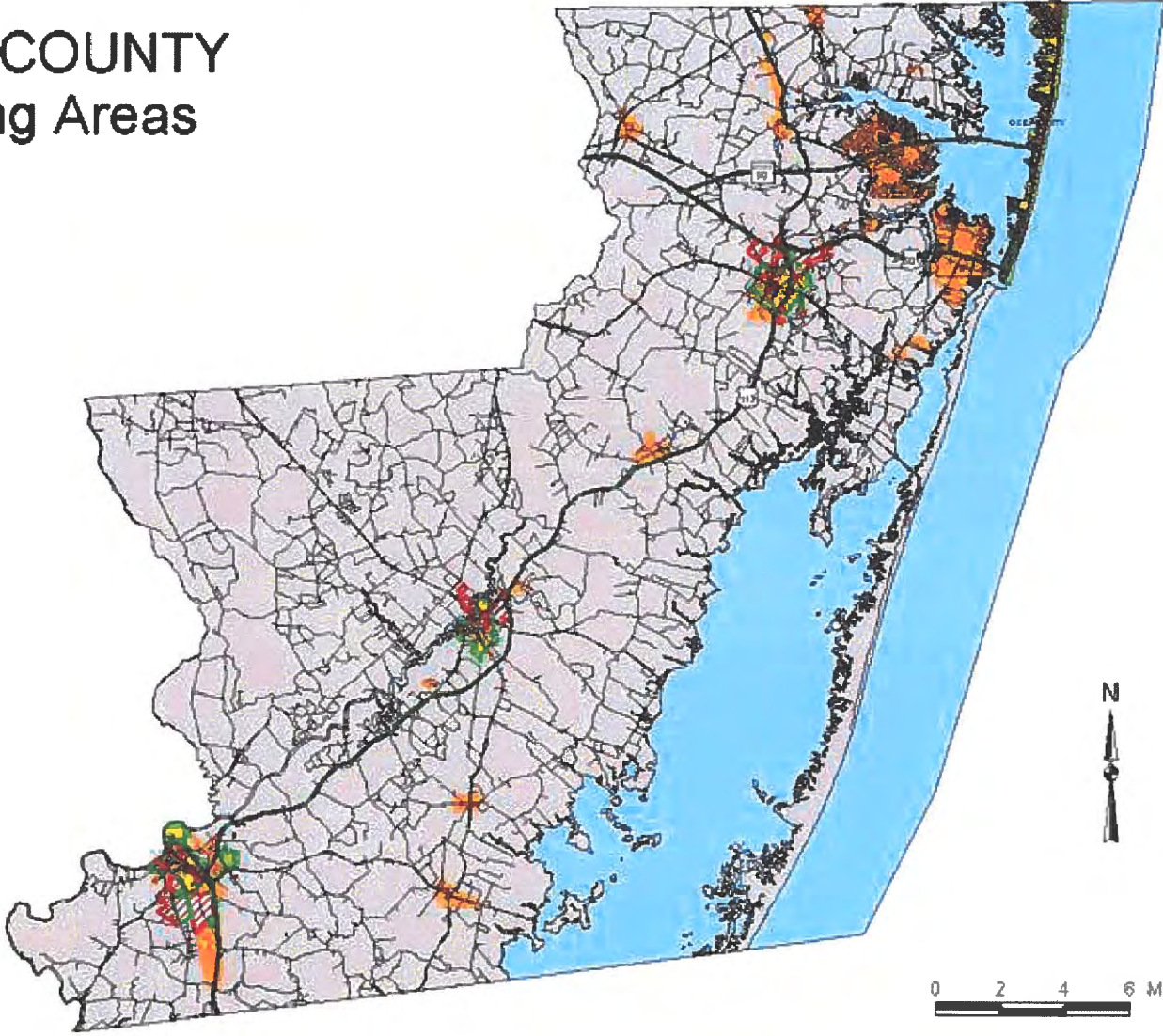
-  Inner Beltway Area
-  Heritage Area
-  Designated Neighborhood
-  Enterprise Zone
-  Municipality

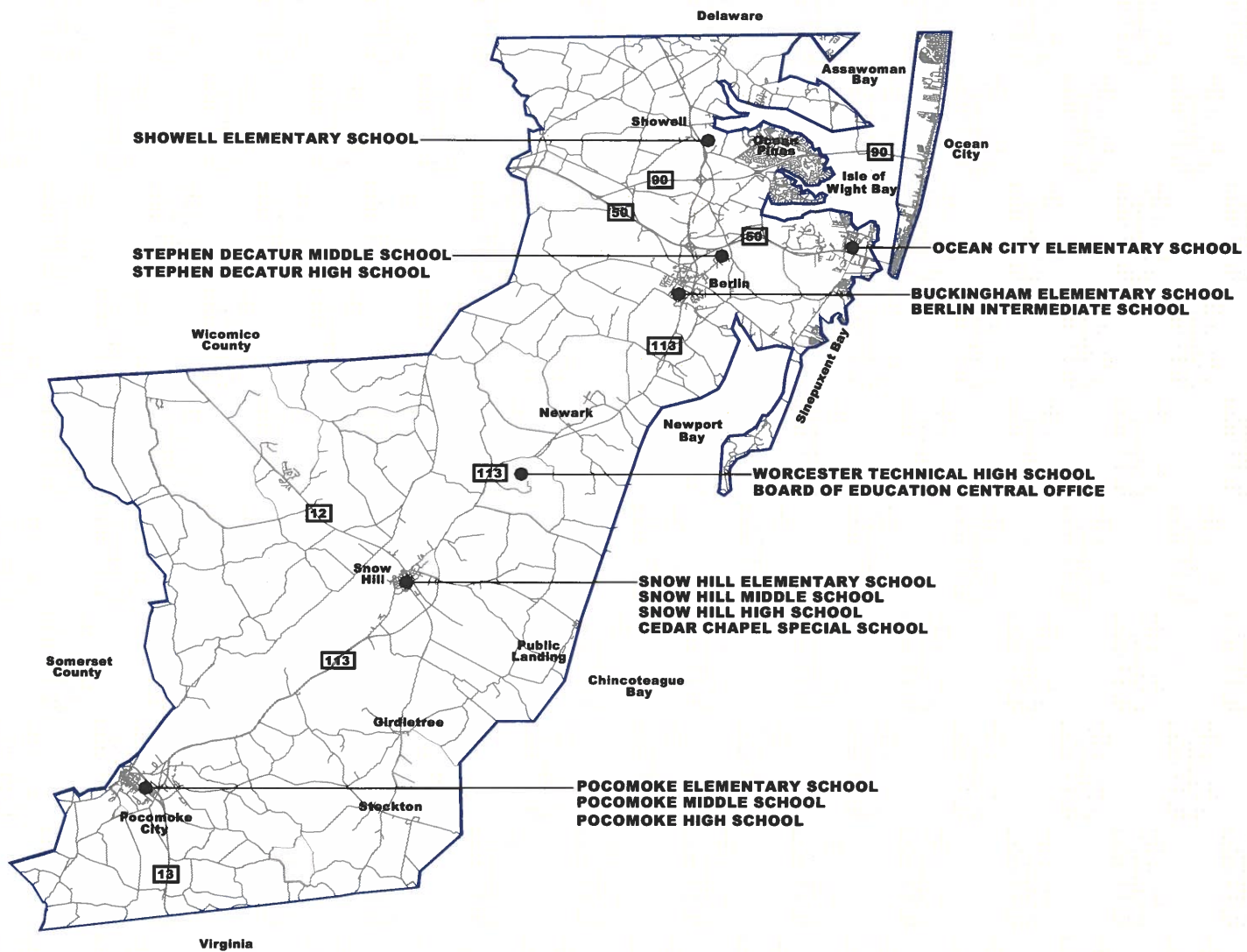
**County Certified Areas**

-  Compliance Area / Eligible for Funding
-  Area Not Meeting Criteria
-  Rural Village / Community with Water Only
-  Additional Area Eligible for Job Creation Tax Credit

Sources: Designated Neighborhoods (1997) - Maryland Office of Planning and the Department of Housing and Community Development, Enterprise Zones (1997) - Maryland Office of Planning and the Department of Business and Economic Development, Municipalities (1997) - Maryland Office of Planning, Heritage Areas (1996) - Maryland Office of Planning

Maryland Office of Planning Comment  
Any property tax projects in the area labeled as "Area Not Meeting Criteria" will be referred to the Smart Growth and Neighborhood Conservation Coordinating Subcommittee for review





**SCHOOL LOCATION MAP  
WORCESTER COUNTY, MARYLAND**

Summary of Pre-Kindergarten Enrollment  
September 30, 2021\*

Showell Elementary School (All day Pre-K)

20  
19  
20  
19  
4 – Spec. Ed.  
82 TOTAL  
82 – FTE

Ocean City Elementary School

20 – AM  
20 – AM  
20 – PM  
19 – PM  
1 – Spec. Ed.  
80 TOTAL  
40 – FTE

Buckingham Elementary School

19 – AM  
18 – AM  
19 – PM  
18 – PM  
2 – Spec. Ed.  
76 TOTAL  
38 – FTE

Snow Hill Elementary School

18 – AM  
17 – AM  
18 – PM  
18 – PM  
1 – Spec. Ed.  
72 TOTAL  
36 – FTE

Pocomoke Elementary School (All day Pre-K)

20  
20  
20  
20  
1 – Spec. Ed.  
81 TOTAL  
81 - FTE

\*Projected (Based upon COVID-19 impacted September 2020 actual enrollments)

Summary of Kindergarten Enrollment  
September 30, 2021\*

Showell Elementary School

19  
19  
18  
18  
18  
18  
110 TOTAL  
110 – FTE

Ocean City Elementary School

16  
15  
15  
15  
15  
15  
91 TOTAL  
91 – FTE

Buckingham Elementary School

17  
16  
16  
16  
16  
81 TOTAL  
81 – FTE

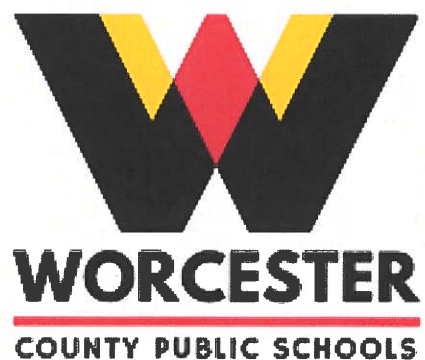
Snow Hill Elementary School

17  
16  
16  
16  
65 TOTAL  
65 – FTE

Pocomoke Elementary School

17  
17  
16  
16  
16  
82 TOTAL  
82 - FTE

\*Projected (Based upon COVID-19 impacted September 2020 actual enrollments)



**WORCESTER COUNTY PUBLIC SCHOOLS**  
**TEN-YEAR ENROLLMENT PROJECTIONS**

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**FULL TIME EQUIVALENT**

**SEPTEMBER 30, 2020 - 2030**

WORCESTER COUNTY PUBLIC SCHOOLS  
 TEN YEAR ENROLLMENT PROJECTIONS - FTE BASIS  
 SEPTEMBER 30, 2020 - 2030

GRADE	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
PRE-K	249	277	296	282	296	310	317	317	317	317	317
KINDERGARTEN	404	429	428	411	412	419	430	440	452	452	452
ELEMENTARY SPEC.	17	17	17	17	17	17	17	17	17	17	17
1	450	453	441	440	423	424	431	442	452	464	464
2	443	468	463	451	450	433	434	441	452	462	474
3	451	447	478	473	461	460	443	444	449	462	472
4	492	473	463	494	489	477	476	459	460	467	478
5	488	519	493	479	510	505	493	492	475	477	483
6	509	506	541	515	501	532	527	515	514	497	499
7	497	534	515	550	524	510	541	536	524	523	506
8	522	524	546	527	562	536	522	553	548	536	535
9	501	551	555	577	558	593	567	553	584	579	567
10	558	503	555	559	581	562	597	571	557	588	583
11	484	561	508	560	564	586	567	602	576	562	593
12	517	490	569	516	568	572	594	575	610	584	570
SECONDARY SPEC.	33	33	33	33	33	33	33	33	33	33	33
TOTAL ENROLLMENT	6,615	6,785	6,901	6,884	6,949	6,969	6,989	6,990	7,020	7,020	7,043
K-12 ENROLLMENT	6,366	6,508	6,605	6,602	6,653	6,659	6,672	6,673	6,703	6,703	6,726

WORCESTER COUNTY PUBLIC SCHOOLS

BUCKINGHAM ELEMENTARY

TEN YEAR ENROLLMENT PROJECTIONS - FTE BASIS

SEPTEMBER 30, 2020 - 2030

GRADE	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
PRE-KINDERGARTEN	31	38	43	41	43	45	46	46	46	46	46
KINDERGARTEN	75	81	87	84	84	85	88	90	92	92	92
1	81	90	82	88	85	85	86	89	91	93	93
2	92	86	95	87	93	90	90	91	94	96	98
3	87	93	86	95	87	93	90	90	91	94	96
4	97	88	94	87	96	88	94	91	91	92	95
TOTAL ENROLLMENT	463	476	487	482	488	486	494	497	505	513	520

WORCESTER COUNTY PUBLIC SCHOOLS

OCEAN CITY ELEMENTARY

TEN YEAR ENROLLMENT PROJECTIONS - FTE BASIS

SEPTEMBER 30, 2020 - 2030

GRADE	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
PRE-KINDERGARTEN	36	40	43	41	43	45	46	46	46	46	46
KINDERGARTEN	72	91	88	84	84	86	88	90	93	93	93
1	91	97	94	91	87	87	89	91	93	96	96
2	92	97	99	96	93	89	89	91	93	95	98
3	96	95	100	102	99	96	92	92	94	96	98
4	106	100	96	101	103	100	97	93	93	95	97
TOTAL ENROLLMENT	493	520	520	515	509	503	501	503	512	521	528

WORCESTER COUNTY PUBLIC SCHOOLS

POCOMOKE ELEMENTARY

TEN YEAR ENROLLMENT PROJECTIONS - FTE BASIS

SEPTEMBER 30, 2020 - 2030

GRADE	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
PRE-KINDERGARTEN	73	81	86	82	86	90	92	92	92	92	92
KINDERGARTEN	86	82	80	77	77	78	80	82	84	84	84
1	86	88	84	82	79	79	80	82	84	86	86
2	84	87	89	85	83	80	80	81	83	85	87
3	87	86	89	91	87	85	82	82	83	85	87
TOTAL ENROLLMENT	416	424	428	417	412	412	414	419	426	432	436

WORCESTER COUNTY PUBLIC SCHOOLS

SHOWELL ELEMENTARY

TEN YEAR ENROLLMENT PROJECTIONS - FTE BASIS

SEPTEMBER 30, 2020 - 2030

GRADE	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
PRE-KINDERGARTEN	74	82	87	83	87	91	93	93	93	93	93
KINDERGARTEN	107	110	105	101	101	103	106	108	111	111	111
1	120	110	112	107	103	103	105	108	110	113	113
2	101	120	110	112	107	103	103	105	108	110	113
3	128	103	122	112	114	109	105	105	107	110	112
4	119	138	113	132	122	124	119	115	115	117	120
TOTAL ENROLLMENT	649	663	649	647	634	633	631	634	644	654	662

WORCESTER COUNTY PUBLIC SCHOOLS

SNOW HILL ELEMENTARY

TEN YEAR ENROLLMENT PROJECTIONS - FTE BASIS

SEPTEMBER 30, 2020 - 2030

GRADE	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
PRE-KINDERGARTEN	35	36	37	35	37	39	40	40	40	40	40
KINDERGARTEN	64	65	68	65	66	67	68	70	72	72	72
1	72	68	69	72	69	70	71	72	74	76	76
2	74	78	70	71	74	71	72	73	74	76	78
3	53	70	81	73	74	77	74	75	76	77	79
TOTAL ENROLLMENT	298	317	325	316	320	324	325	330	336	341	345

WORCESTER COUNTY PUBLIC SCHOOLS  
 CEDAR CHAPEL SPECIAL SCHOOL  
 TEN YEAR ENROLLMENT PROJECTIONS - FTE BASIS  
 SEPTEMBER 30, 2020 - 2030

GRADE	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
PRE-KINDERGARTEN	0	0	0	0	0	0	0	0	0	0	0
KINDERGARTEN	0	0	0	0	0	0	0	0	0	0	0
ELEMENTARY SPEC.	17	17	17	17	17	17	17	17	17	17	17
SECONDARY SPEC.	33	33	33	33	33	33	33	33	33	33	33
<b>TOTAL ENROLLMENT</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>

BERLIN INTERMEDIATE SCHOOL  
 TEN YEAR ENROLLMENT PROJECTIONS - FTE BASIS  
 SEPTEMBER 30, 2020 - 2030

GRADE	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
5	329	339	338	315	332	333	324	322	311	312	316
6	329	332	354	353	330	347	348	339	337	326	327
TOTAL ENROLLMENT	658	671	692	668	662	680	672	661	648	638	643

WORCESTER COUNTY PUBLIC SCHOOLS  
 POCOMOKE MIDDLE SCHOOL  
 TEN YEAR ENROLLMENT PROJECTIONS - FTE BASIS  
 SEPTEMBER 30, 2020 - 2030

GRADE	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
4	89	89	89	92	94	90	88	85	85	86	88
5	86	90	92	92	95	97	93	91	88	88	89
6	94	86	92	94	94	97	99	95	93	90	90
7	83	95	89	95	97	97	100	102	98	96	93
8	78	85	98	92	98	100	100	103	105	101	99
<b>TOTAL ENROLLMENT</b>	<b>430</b>	<b>445</b>	<b>460</b>	<b>465</b>	<b>478</b>	<b>481</b>	<b>480</b>	<b>476</b>	<b>469</b>	<b>461</b>	<b>459</b>

WORCESTER COUNTY PUBLIC SCHOOLS

SNOW HILL MIDDLE SCHOOL

TEN YEAR ENROLLMENT PROJECTIONS - FTE BASIS

SEPTEMBER 30, 2020 - 2030

GRADE	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
4	81	58	71	82	74	75	78	75	76	77	78
5	73	90	63	72	83	75	76	79	76	77	78
6	86	88	95	68	77	88	80	81	84	81	82
7	88	97	89	96	69	78	89	81	82	85	82
8	79	98	99	91	98	71	80	91	83	84	87
<b>TOTAL ENROLLMENT</b>	<b>407</b>	<b>431</b>	<b>417</b>	<b>409</b>	<b>401</b>	<b>387</b>	<b>403</b>	<b>407</b>	<b>401</b>	<b>404</b>	<b>407</b>

WORCESTER COUNTY PUBLIC SCHOOLS  
 STEPHEN DECATUR MIDDLE SCHOOL  
 TEN YEAR ENROLLMENT PROJECTIONS - FTE BASIS  
 SEPTEMBER 30, 2020 - 2030

GRADE	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
7	326	342	337	359	358	335	352	353	344	342	331
8	365	341	349	344	366	365	342	359	360	351	349
<b>TOTAL ENROLLMENT</b>	691	683	686	703	724	700	694	712	704	693	680

WORCESTER COUNTY PUBLIC SCHOOLS

POCOMOKE HIGH SCHOOL

TEN YEAR ENROLLMENT PROJECTIONS - FTE BASIS

SEPTEMBER 30, 2020 - 2030

GRADE	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
9	79	77	86	99	93	99	101	101	104	106	102
10	94	78	78	87	100	94	100	102	102	105	107
11	82	95	81	81	90	103	97	103	105	105	108
12	94	85	100	86	86	95	108	102	108	110	110
<b>TOTAL ENROLLMENT</b>	<b>349</b>	<b>335</b>	<b>345</b>	<b>353</b>	<b>369</b>	<b>391</b>	<b>406</b>	<b>408</b>	<b>419</b>	<b>426</b>	<b>427</b>

WORCESTER COUNTY PUBLIC SCHOOLS

SNOW HILL HIGH SCHOOL

TEN YEAR ENROLLMENT PROJECTIONS - FTE BASIS

SEPTEMBER 30, 2020 - 2030

GRADE	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
9	80	85	104	105	97	104	77	86	97	89	90
10	90	82	87	106	107	99	106	79	88	99	91
11	83	91	83	88	107	108	100	107	80	89	100
12	84	85	93	85	90	109	110	102	109	82	91
<b>TOTAL ENROLLMENT</b>	<b>337</b>	<b>343</b>	<b>367</b>	<b>384</b>	<b>401</b>	<b>420</b>	<b>393</b>	<b>374</b>	<b>374</b>	<b>359</b>	<b>372</b>

WORCESTER COUNTY PUBLIC SCHOOLS  
 STEPHEN DECATUR HIGH SCHOOL  
 TEN YEAR ENROLLMENT PROJECTIONS - FTE BASIS  
 SEPTEMBER 30, 2020 - 2030

GRADE	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
9	342	389	365	373	368	390	389	366	383	384	375
10	374	343	390	366	374	369	391	390	367	384	385
11	319	375	344	391	367	375	370	392	391	368	385
12	339	320	376	345	392	368	376	371	393	392	369
<b>TOTAL ENROLLMENT</b>	<b>1374</b>	<b>1427</b>	<b>1475</b>	<b>1475</b>	<b>1501</b>	<b>1502</b>	<b>1526</b>	<b>1519</b>	<b>1534</b>	<b>1528</b>	<b>1514</b>

WORCESTER COUNTY PUBLIC SCHOOLS  
 WORCESTER TECHNICAL HIGH SCHOOL  
 TEN YEAR ENROLLMENT PROJECTIONS - FTE BASIS  
 SEPTEMBER 30, 2020 - 2030

GRADE	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
ALL	629	636	668	669	701	704	719	715	713	710	715
<b>TOTAL ENROLLMENT</b>	629	636	668	669	701	704	719	715	713	710	715

TEL: 410-632-1194  
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OFFICE OF THE  
 COUNTY COMMISSIONERS

HAROLD L. HIGGINS, CPA  
 CHIEF ADMINISTRATIVE OFFICER  
 ROSCOE R. LESLIE  
 COUNTY ATTORNEY


COMMISSIONERS  
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## Worcester County

GOVERNMENT CENTER  
 ONE WEST MARKET STREET • ROOM 1103  
 SNOW HILL, MARYLAND  
 21863-1195

October 26, 2021

**TO:** Weston Young, Chief Administrative Officer  
 Worcester County Commissioners

**FROM:** Kim Reynolds, Senior Budget Accountant 

**RE:** "REQUESTED" Capital Improvement Plan FY2023 through FY2027

Please find attached, the Requested Fiscal Year 2023 through Fiscal Year 2027 Five-Year Capital Improvement Plan. The Plan Summary by Category indicates projects totaling \$202,291,677 are requested over the five-year period. Of these projects, \$9,988,240 or 4.9% is proposed to come from the General Fund and \$89,942,034 or 44.4% from general bond funds. The remaining portion would come from grant funds, state match funds, user fees, assigned funds, private donations and enterprise bonds. Public School projects have been included in the Capital Improvement Plan.

We would ask you to assess the requests for FY2023 to see if there are items in the plan that the County should further review. The FY2023 General Fund request is \$1,530,000 or 2.6% of the capital outlay and General Bonds total \$26,192,548 or 44.9% of the capital outlay. The Bond Rating Agencies look closely at the Capital Improvement Plan as a financial planning tool for the County.

Administration would like to propose a public hearing be held on the requested capital improvement plan on December 7, 2021. Should you have any questions please do not hesitate to contact me.

REQUESTED PLAN SUMMARY BY CATEGORY

10/26/2021

WORCESTER COUNTY  
FIVE YEAR CAPITAL IMPROVEMENT PLAN  
FY 2023 TO FY 2027 PROJECT SUMMARY

Project Category	2023	2024	2025	2026	2027	Five Year Project Cost Total	Five Year % to Total Costs	Actual Prior Years	Balance to Complete *	Total Project Cost
General Government	18,333,333	21,947,967	21,412,968	0	0	61,694,268	30.50%	50,000	0	61,744,268
Public Safety	8,852,610	6,750,000	16,000,000	15,250,000	0	46,852,610	23.16%	2,483,060	0	49,335,670
Public Works	9,643,000	6,950,000	4,700,000	2,070,000	2,630,000	25,993,000	12.85%	1,195,550	0	27,188,550
Recreation & Parks	13,987,930	9,811,000	0	0	0	23,798,930	11.76%	3,710,451	0	27,509,381
Public Schools	7,004,481	5,050,523	1,564,969	2,974,195	24,211,624	40,805,792	20.17%	8,731,131	92,172,095	141,709,018
Community College	416,777	0	150,885	2,471,640	107,775	3,147,077	1.56%	2,341,972	0	5,489,049
<b>TOTAL</b>	<b>58,238,131</b>	<b>50,509,490</b>	<b>43,828,822</b>	<b>22,765,835</b>	<b>26,949,399</b>	<b>202,291,677</b>	<b>100.00%</b>	<b>18,512,164</b>	<b>92,172,095</b>	<b>312,975,936</b>

Source of Funds	2023	2024	2025	2026	2027	Five Year Project Cost Total	Five Year % to Total Costs	Actual Prior Years	Balance to Complete	Total Project Cost
General Fund	1,530,000	2,650,000	1,500,000	1,837,244	2,470,996	9,988,240	4.94%	1,025,000	1,755,752	12,768,992
User Fees	620,000	400,000	400,000	0	0	1,420,000	0.70%	0	0	1,420,000
Grant Funds	18,579,433	27,305,333	17,333,334	0	0	63,218,100	31.25%	2,057,451	0	65,275,551
State Match	0	3,711,000	1,700,000	921,000	5,573,000	11,905,000	5.89%	4,814,000	18,110,000	34,829,000
State Loan	0	0	0	0	0	0	0.00%	0	0	0
Assigned Funds	4,559,150	2,564,634	2,637,519	250,000	0	10,011,303	4.95%	5,629,577	0	15,640,880
Private Donation	1,000,000	0	0	0	0	1,000,000	0.49%	0	0	1,000,000
Enterprise Bonds	5,250,000	4,550,000	2,800,000	570,000	1,130,000	14,300,000	7.07%	0	0	14,300,000
General Bonds	26,192,548	9,328,523	17,457,969	19,187,591	17,775,403	89,942,034	44.46%	4,986,136	72,306,343	167,234,513
ARPA Funds	507,000	0	0	0	0	507,000	0.25%	0	0	507,000
<b>TOTAL</b>	<b>58,238,131</b>	<b>50,509,490</b>	<b>43,828,822</b>	<b>22,765,835</b>	<b>26,949,399</b>	<b>202,291,677</b>	<b>100.00%</b>	<b>18,512,164</b>	<b>92,172,095</b>	<b>312,975,936</b>

\* Balance to Complete - Years FY2028 and future

FY 2023 TO FY 2027 SUMMARY BY PROJECT  
REQUESTED

10/26/2021

WORCESTER COUNTY  
FIVE YEAR CAPITAL IMPROVEMENT PLAN

	FY2023	FY2024	FY2025	FY2026	FY2027	Prior Allocation	Balance To Complete	TOTAL
<b>General Government Facilities</b>								
New Pocomoke Library	100,000	3,914,634	4,079,634					8,094,268
Tourism/Economic Development Building Renovation	900,000					50,000		950,000
Broadband Infrastructure	17,333,333	17,333,333	17,333,334					52,000,000
Snow Hill Library Building Improvements		700,000						700,000
<b>Total General Government Facilities</b>	<b>18,333,333</b>	<b>21,947,967</b>	<b>21,412,968</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	<b>0</b>	<b>61,744,268</b>
<b>Public Safety</b>								
Worcester County Jail Improvement Project	8,472,610	1,000,000				2,483,060		11,955,670
Fire/EMS Paging System	30,000	650,000						680,000
Outdoor Warning Siren System	50,000	800,000						850,000
Public Safety Logistical Storage Facility	200,000	3,050,000						3,250,000
Public Safety Building	100,000	1,250,000	16,000,000	15,250,000				32,600,000
<b>Total Public Safety</b>	<b>8,852,610</b>	<b>6,750,000</b>	<b>16,000,000</b>	<b>15,250,000</b>	<b>0</b>	<b>2,483,060</b>	<b>0</b>	<b>49,335,670</b>
<b>Public Works</b>								
Asphalt Overlay/Pavement Preservation of Roads	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,000,000		8,500,000
Berlin Roads Building Renovation	320,000					123,550		443,550
Gradall XL4100 V 6X4		500,000						500,000
<b>Water Wastewater</b>								
Mystic Harbour Water Treatment Plant Rehab	450,000							450,000
Lewis Road Sewer Extension	1,953,000					72,000		2,025,000
Mystic Harbour Wastewater Treatment Plant Solids Dewatering	900,000	1,100,000	200,000					2,200,000
Ocean Pines Belt Filter Press and Spray Irrigation	3,450,000	3,350,000						6,800,000
Landings Water Tower Rehabilitation and Painting	450,000							450,000
Mystic Harbour Wastewater Treatment Expansion & Effluent Disposal		100,000	2,000,000					2,100,000
Riddle Farm Water Tower Rehabilitation, Painting & Lowering			600,000					600,000
Riddle Farm & Mystic Harbour Effluent Disposal Interconnection				570,000	1,130,000			1,700,000
<b>Solid Waste</b>								
Solid Waste Cell 1 Pump Station	620,000							620,000
Administration Scale House Renovations & Addition		400,000	400,000					800,000
<b>Total Public Works</b>	<b>9,643,000</b>	<b>6,950,000</b>	<b>4,700,000</b>	<b>2,070,000</b>	<b>2,630,000</b>	<b>1,195,550</b>	<b>0</b>	<b>27,188,550</b>
<b>Recreation &amp; Parks</b>								
West Ocean City Commercial Harbor	400,000					1,125,000		1,525,000
Worcester County Sports Complex	12,998,930					2,585,451		15,584,381
Ocean City Inlet & Harbor Navigation Improvement Project	589,000	9,811,000						10,400,000
<b>Total Recreation &amp; Parks</b>	<b>13,987,930</b>	<b>9,811,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,710,451</b>	<b>0</b>	<b>27,509,381</b>

FY 2023 TO FY 2027 SUMMARY BY PROJECT  
REQUESTED

10/26/2021

WORCESTER COUNTY  
FIVE YEAR CAPITAL IMPROVEMENT PLAN

	FY2023	FY2024	FY2025	FY2026	FY2027	Prior Allocation	Balance To Complete	TOTAL
<b>Public Schools</b>								
Stephen Decatur Middle School Addition	6,521,108					8,731,131		15,252,239
Snow Hill Middle/Cedar Chapel School - Roof Replace	103,000	3,826,000						3,929,000
Buckingham Elementary Replacement School	380,373	1,224,523	1,457,969	703,951	23,240,628		39,557,851	66,565,295
Pocomoke Elementary School - Roof Replacement			107,000	1,933,000				2,040,000
Snow Hill Elementary Replacement School				337,244	970,996		52,614,244	53,922,484
<b>Total Public Schools</b>	<b>7,004,481</b>	<b>5,050,523</b>	<b>1,564,969</b>	<b>2,974,195</b>	<b>24,211,624</b>	<b>8,731,131</b>	<b>92,172,095</b>	<b>141,709,018</b>
<b>Wor-Wic Community College</b>								
Wor-Wic Applied Technology Building	416,777					2,341,972		2,758,749
Wor-Wic Learning Commons Building			150,885	2,471,640	107,775			2,730,300
<b>Total Wor-Wic</b>	<b>416,777</b>	<b>0</b>	<b>150,885</b>	<b>2,471,640</b>	<b>107,775</b>	<b>2,341,972</b>	<b>0</b>	<b>5,489,049</b>
<b>CAPITAL PROJECT SUMMARY - BY SOURCE OF FUNDS</b>								
Source of Funds	FY2023	FY2024	FY2025	FY2026	FY2027	Prior Allocation	Balance to Complete	TOTAL
General Fund	1,530,000	2,650,000	1,500,000	1,837,244	2,470,996	1,025,000	1,755,752	12,768,992
User Fees	620,000	400,000	400,000					1,420,000
Grant Funds	18,579,433	27,305,333	17,333,334			2,057,451		65,275,551
State Match		3,711,000	1,700,000	921,000	5,573,000	4,814,000	18,110,000	34,829,000
State Loan								0
Assigned Funds	4,559,150	2,564,634	2,637,519	250,000		5,629,577		15,640,880
Private Donation	1,000,000							1,000,000
Enterprise Bonds	5,250,000	4,550,000	2,800,000	570,000	1,130,000			14,300,000
General Bonds	26,192,548	9,328,523	17,457,969	19,187,591	17,775,403	4,986,136	72,306,343	167,234,513
ARPA Funds	507,000							507,000
<b>TOTAL</b>	<b>58,238,131</b>	<b>50,509,490</b>	<b>43,828,822</b>	<b>22,765,835</b>	<b>26,949,399</b>	<b>18,512,164</b>	<b>92,172,095</b>	<b>312,975,936</b>

**Project: New Pocomoke Library**

Dept Head, Title & Phone #: Jennifer Ranck, Library Director, 410-632-2600

**Project Summary:** New Pocomoke Library

**Purpose:** To replace the current 51-year old facility with a new, larger building.

**Location:** Downtown Pocomoke

**Impacts on General Fund Operating, Personnel or Maintenance:** There will be increased costs for personnel because an increase in the size of the staff will be required. There will be an increase in some building operations costs because it is a larger building (custodial). Repair and maintenance costs will go down significantly in the first few years of the new building's operation.

	FY 23	FY 24	FY 25	FY 26	FY 27	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	100,000	385,000	110,000					595,000
Land Acquisition								0
Site Work								0
Construction		3,529,634	3,529,634					7,059,268
Equipment/Furnishings			440,000					440,000
Other								0
<b>EXPENDITURES</b>								

<b>TOTAL</b>	<b>100,000</b>	<b>3,914,634</b>	<b>4,079,634</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,094,268</b>
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match		1,700,000	1,700,000					3,400,000
State Loan								0
Assigned Funds	100,000	2,214,634	2,379,634					4,694,268
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0

<b>TOTAL</b>	<b>100,000</b>	<b>3,914,634</b>	<b>4,079,634</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,094,268</b>
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<b>PROJECTED OPERATING IMPACTS</b>								
	0	0	34,000	34,000	34,000			102,000

## **Project: New Pocomoke Library**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?**

Worcester County Library completed a Facilities Master Plan in 2013. The Berlin Branch Library replacement project was identified as the first priority; building improvements to the Pocomoke Branch Library were identified as the second priority. The Pocomoke Branch opened in 1970 with an addition constructed in 2004. The addition provided much needed space but much of the library's furniture and shelving was re-used and many of building systems are in need of replacement. This project will address the following problems: 1) the lack of flexible space for collaborative work for patrons and staff; 2) the need for upgraded electrical and data systems; 3) the need for upgraded heating, ventilation, air conditioning and lighting; 4) roof and window replacement; and 5) accessibility issues. In September 2021, Worcester County Commissioners signed an agreement with the City of Pocomoke to use a downtown site for the new library, if a Strategic Demolition grant is successful. If the grant is not successful, the library would like to move forward with plans for a new branch on the current site, Market Street.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

The residents and visitors to Pocomoke City and the surrounding areas will benefit from this project. Many of the building's systems are nearing the "end of useful life" and a new facility will help maintain proper temperatures, improve lighting, and reduce the library's overall energy use. New flooring and furnishings will improve overall functionality and enable the library to reallocate collection space, create a dedicated young adult space, reconfigure staff area, and revise public service desk. Adjacent to the children's area, the lack of separation limits the use of the YA section. Due to space and wiring constraints, the library's 3D printer is housed on the other side of the building. Lack of programming space within the collection spaces limit the kinds of programs and equipment that the library can offer. The branch is often the recipient of discarded furniture. The mix of hodgepodge shelving negatively affects the overall character and layout of the branch. Library staff are continually weeding and shifting collections due to lack of space. The library would like to purchase additional non-fiction picture books for the Children's area to support Common Core curriculum and school readiness but there is no room to expand library collections. Dated HVAC equipment continues to fail. The circulation desk is crowded and there is little room to store held items and interlibrary loan materials for customers. The staff office and staff kitchen also serve as storage spaces. Many library operations must take place at the circulation desk in between assisting customers and checking out materials. The circulation desk is not accessible for those in wheelchairs and obstructs flow for all users. A more welcoming desk would improve the patron experience. A new building will enable the library to create inspiring and defined spaces that will facilitate greater and higher quality use by its visitors. The addition of quiet study and the possibility of a small conference room will expand the types of activities that can take place in the library. Additional places for visitors to plug in their own devices will enable users to research, complete online classes, and communicate in a more comfortable setting. New shelving will allow for the print collections to be displayed in a functional manner and easier to access by all patrons. The library will increase aisle widths to 42" to meet ADA preferred guidelines. The projected increase for library use is 15%. A well-designed staff area will increase productivity and staff morale. Efficient electrical and data communications systems will modernize technology for now and future reconfiguration. The library will also strive to minimize its environmental footprint and will explore the opportunities to use sustainable building materials, incorporate natural light to reduce energy costs, and other design elements that are cost effective and environmentally friendly. The library is central to the Pocomoke community and serves as the cultural and learning center. The space, if renovated and expanded, will support modern usage and technology and enable the library to meet the needs of the current and evolving community.

### **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

The cost estimate is based on figures developed by Whiting Turner in May 2020 when an alternate site was being considered. An additional 5% has been included to account for escalation.

## **Project: New Pocomoke Library**

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**CIP Timing.** If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

This project was first requested in FY 2019 and several options for facility upgrades and other locations have been discussed. An alternative downtown Pocomoke site was considered in Spring 2020 but upon further evaluation the location was not viable. The library will apply for construction funding through the Public Library Capital Grant program in FY 24.

**Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

The Pocomoke library is over 50 years old and some building systems are at the end of their life cycle. Building improvements should lower ongoing operating costs.

# Operating Impact Projections

**Project: New Pocomoke Library**

**Department: Library**

**Department Head Signature: Jennifer Ranck**

General Fund Project Expenses	FY 23	FY 24	FY 25	FY 26	FY 27	Total Operating Cost
Job Title & Benefit Costs (List Separately)						
Part-time Library Serv. Assistant (2)			28,000	28,000	28,000	84,000
Benefits			6,000	6,000	6,000	18,000
						0
						0
						0
						0
						0
						0
<b>EXPENDITURES</b>						

<b>New Positions Salary &amp; Benefits TOTAL</b>	<b>0</b>	<b>0</b>	<b>34,000</b>	<b>34,000</b>	<b>34,000</b>	<b>102,000</b>
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General Fund Project Expenses	FY 23	FY 24	FY 25	FY 26	FY 27	Total Operating Cost
Operating Expenses						
Utilities						0
Telephone						0
Custodial						0
Cleaning						0
Maintenance Repairs						0
Refuse						0
Fire/Security Alarm						0
Internet						0
Vehicle Expense						0
Other						0
						0
						0
						0
<b>EXPENDITURES</b>						

<b>Operating TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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**Project: New Pocomoke Library**

General Fund Project Expenses	FY 23	FY 24	FY 25	FY 26	FY 27	Total Operating Cost
<b>Capital Expenses</b>						
Furnishings						0
Equipment						0
						0
						0
						0
						0
						0
						0
						0
						0
<b>EXPENDITURES</b>						

<b>Capital TOTAL</b>	0	0	0	0	0	0
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Projected Revenue Impact	FY 23	FY 24	FY 25	FY 26	FY 27	Revenue Total
						0
						0
						0
						0
						0
						0
						0
						0
						0
<b>Revenues</b>						

<b>Project Revenue TOTAL</b>	0	0	0	0	0	0
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	34,000	34,000	34,000	102,000
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**Project: New Pocomoke Library**

Complete the following questions.

**Operating Impacts****Employee positions.**

**Does the project increase or reduce the number of employees needed? How many positions would be affected? Are the positions full-time, part-time, contractual, grant-funded, enterprise funded? What is the projected cost (savings) of the employees? Are there benefit costs for additional full-time or part-time employees? Benefit cost should be calculated by using the full time 46.39% or for part time 21.43%.**

With a larger building, we anticipate the need of two additional part-time employees.

**Utility costs.**

**Does the project increase or reduce utility costs? Utilities may include electricity, oil, gas, telephone, water or sewer costs.**

New equipment should result in lower utility cost.

**Maintenance costs.**

**Does the project increase or reduce internal maintenance costs or maintenance agreements with outside vendors? Some costs to consider are custodial services, ball field maintenance, road maintenance and general preventative maintenance.**

Maintenance costs may increase depending on building systems and if outside vendors will need to support. Custodial services will increase with a larger building.

**Insurance costs.**

**Does the project increase insurance costs? You should consider liability, property and vehicle insurance. Additional risk insurance should be calculated using the building or addition cost times \$0.002.**

A larger building may increase property insurance.

**Telecommunications.**

**Consider the potential need of telephones, copiers, and computers and hardware. List them below.**

New telephone and updated security system will be needed; perhaps additional computers in the adult and children's areas.

**Furniture, equipment or capital outlay.**

**Does the project increase or reduce the need for furniture and equipment or other capital outlay items? Is the increase or savings on-going or one-time?**

New shelving and furnishings will be needed, approximately \$440,000 (anticipating 10% escalation over the next two years).

**Project: Renovation of Tourism/Economic Development Building**

Dept Head, Title & Phone #: Department of Public Works, Dallas Baker - Director P.E., 410-632-5623

Project Summary: Repair Tourism & Economic Development Building

Purpose: Structural repairs, rehabilitation of mechanical/electrical/plumbing systems

Location: 100 Pearl Street, Snow Hill, MD

Impacts on General Fund Operating, Personnel or Maintenance: Relocation of personnel while repair work is in progress.

	FY 23	FY 24	FY 25	FY 26	FY 27	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design						50,000		50,000
Land Acquisition								0
Site Work								0
Construction	900,000							900,000
Equipment/Furnishings								0
Other								0
<b>EXPENDITURES</b>								

<b>TOTAL</b>	<b>900,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	<b>0</b>	<b>950,000</b>
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	900,000					50,000		950,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0

<b>TOTAL</b>	<b>900,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	<b>0</b>	<b>950,000</b>
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **Project: Renovation of Tourism/Economic Development Building**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?**

This requested project provides for replacement of the building's roof system, electrical wiring, HVAC systems, interior finishes, modernization of the elevator car & controls plus repair of the structural supports.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

This project will benefit the County by making the building watertight plus structurally, mechanically and electrically sound for future use.

### **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

Past professional analysis and current architectural estimates can be summarized as 1) Structural \$306K, 2) Mechanical/Electrical/Fire Suppression \$550K, 3) Elevator \$20K, 4) Interior Protection/Renovations/Carpet \$54K totaling \$930,000.

### **CIP Timing.**

**If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

This project can be accomplished in phases with replacement of the roof system being paramount followed by demolition of interior spaces to install mechanical, electrical, fire suppression, ceilings, painting, flooring. Modernization of the elevator can be performed while the interior work is occurring or after the renovation is completed.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

As with all buildings, preventing intrusion of rain water is key to longevity of the structure. Therefore, installation of a new roof system should occur without delay.

**Project: Broadband Infrastructure**

**Dept Head, Title & Phone #:** Brian Jones Director of IT 410-726-5823

**Project Summary:** County-wide broadband project.

**Purpose:** To provide high speed broadband to all unserved and underserved areas of Worcester County.

**Location:** Worcester County unserved areas as identified by a feasibility study.

**Impacts on General Fund Operating, Personnel or Maintenance:** No impacts from general fund budget. Potential of up to 100% grant funding.

	FY 23	FY 24	FY 25	FY 26	FY 27	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design								0
Land Acquisition								0
Site Work								0
Construction	17,333,333	17,333,333	17,333,334					52,000,000
Equipment/Furnishings								0
Other								0
<b>EXPENDITURES</b>								

<b>TOTAL</b>	<b>17,333,333</b>	<b>17,333,333</b>	<b>17,333,334</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>52,000,000</b>
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds	16,333,333	17,333,333	17,333,334					51,000,000
State Match								0
State Loan								0
Assigned Funds	1,000,000							1,000,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0

<b>TOTAL</b>	<b>17,333,333</b>	<b>17,333,333</b>	<b>17,333,334</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>52,000,000</b>
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **Project: Broadband Infrastructure**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?**

There are no mandates by federal law, however there are several pushed from the Governors office to provide internet for all. The project scope is often determined by the need from the feasibility study from CTC and the driving force of the elected officials priority areas.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

This would allow all residents in unserved areas of the county to have broadband access. This will also help drive down the cost for those in the county already served.

### **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

We hired a consultant a few years ago that did a broadband feasibility study as well as broadband study. They were able to map the areas listed by the FCC as unserved. This allowed us to reach for grants we were never able to do previously.

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

N/A

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

Since the wide spread of COVID, the ability to telework or virtual schooling from home has had a huge impact for citizens without broadband capabilities. We want to be proactive should the spread continue or continue to effect the residents of the county. We are also seeing an uptick in the need to have medical care via internet services.

**Project: Snow Hill Library Building Improvements**

Dept. Head, Title & Phone #: Jennifer Ranck, Library Director, 410-632-2600

Project Summary: Snow Hill Library Building Improvements

Purpose: Replace HVAC system and make energy improvements to plumbing and lighting systems

Location: Snow Hill Library - 307 N. Washington Street, Snow Hill, Maryland 21863

**Impacts on General Fund Operating, Personnel or Maintenance:**

No impact to personnel. The operating and maintenance costs should decrease with more efficient equipment.

	FY 23	FY 24	FY 25	FY 26	FY 27	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design		64,000						64,000
Land Acquisition								0
Site Work								0
Construction		636,000						636,000
Equipment/Furnishings								0
Other								0
<b>EXPENDITURES</b>								

<b>TOTAL</b>	0	700,000	0	0	0	0	0	700,000
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds		350,000						350,000
State Match								0
State Loan								0
Assigned Funds		350,000						350,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0

<b>TOTAL</b>	0	700,000	0	0	0	0	0	700,000
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			700,000
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## **Project: Snow Hill Library Building Improvements**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?**

The Worcester County Library completed a Facilities Master Plan in 2013. Building improvements to the Snow Hill Branch Library were identified as the third priority after the Berlin Branch Library replacement project and building improvements to the Pocomoke Branch Library. The Snow Hill branch was built in 1974 and is in good shape architecturally but the building's mechanical systems are in need of replacement. Some of the lighting has been upgraded, but improvements are needed in the staff areas and meeting room. The building's plumbing, including domestic water heater and restroom fixtures, need to be upgraded as well. The Library is currently updating our Facility Plan in FY 23 and will share results of the plan with County Commissioners, County Administration, and Department of Public Works.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

The residents and visitors to Snow Hill and the surrounding areas will benefit from this project. The Snow Hill branch houses the library's Worcester Room which contains the local history collection and includes some unique and one-of-a-kind items. Replacing the HVAC will help maintain proper will help preserve those items. Improvements made to the lighting and plumbing will reduce the library's overall energy use.

### **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

Preliminary estimates were calculated in 2012 by Entech Engineers. Figures have been adjusted, using the Berlin library project as a recent comparison. Engineering/Design fees (\$64,000); HVAC replacement (including air handling units, circulating pumps, and controls) (\$361,000); plumbing and lighting improvements (\$275,000). Increased the overall estimate by approximately 5% from the FY 22 CIP to account for escalation. In September 2021, the HVAC unit for the Worcester Room for our local history collection was replaced at a cost of approximately \$21,000 (using funds from the library's periodical savings due to Covid).

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

This project was first submitted in FY 2019, and has been requested for approval in the FY 2024 budget. The library will apply for a matching grant Library Capital Grant program through the Maryland State Library. Anticipated grant application deadline for FY24 grant is May 2022. The timing of this project has been delayed due to the priority of the Pocomoke library project.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

This project is necessary but not time critical; although the age of the building equipment is a concern. Building improvements should lower ongoing operating costs.

**Project: Worcester County Jail Improvements Phase 2**

Dept Head, Title & Phone #: **Fulton Holland, Warden, 410-632-1300/ Bill Bradshaw, Engineer**

**Project Summary:** This project includes replacement of heating, ventilating equipment and ductwork, controls, fire alarms and electrical for the 1980's original housing units and 1988 work release addition housing unit. Also included is HVAC equipment for corridors and office areas in the 1980 and 1988 building areas and multipurpose rooms. This project includes roof replacement/repair for the original building. Maintenance and replacement of exterior steel coatings, kitchen doors, lighting in renovated areas, building controls and shower enclosures are also included.

**Purpose:** This project improves the 40 year old building sections heating, ventilating, and air conditioning equipment to current standards and will mitigate future outages and disruptions due to leaks and equipment failure. It is crucial to improve the air conditioning/ventilation due to overheating and unsafe work conditions for Correctional Officers wearing full PPE and the pandemic.

**Location:** Worcester County Jail, 5022 Joyner Road Snow Hill, MD

**Impacts on General Fund Operating, Personnel or Maintenance:** This project does not increase the number of employees required for the jail. This project will also result in the reduction of maintenance costs associated with the upkeep of the current 30 year old system components. Additionally, the project will increase energy costs to air condition parts of the building and decrease energy costs in areas where equipment is replaced for heating and ventilating. Additional utility costs for air conditioning and savings in heating and ventilating efficiency will offset. If lighting replacement options are approved, electrical savings will result.

	FY 23	FY 24	FY 25	FY 26	FY 27	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	98,940					483,060		582,000
Land Acquisition								0
Site Work								0
Construction	8,333,670	1,000,000				2,000,000		11,333,670
Equipment/Furnishings								0
Other	40,000							40,000
<b>EXPENDITURES</b>								

<b>TOTAL</b>	<b>8,472,610</b>	<b>1,000,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,483,060</b>	<b>0</b>	<b>11,955,670</b>
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds						1,000,000		1,000,000
Private Donation								0
Enterprise Bonds								0
General Bonds	8,472,610	1,000,000				1,483,060		10,955,670
								0
								0

<b>TOTAL</b>	<b>8,472,610</b>	<b>1,000,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,483,060</b>	<b>0</b>	<b>11,955,670</b>
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **Project: Worcester County Jail Improvements Phase 2**

Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?**

The project scope was determined by the HVAC and supporting Electrical Engineering Study/Feasibility Analysis completed by Gipe Associates. Equipment failures during the winter 2016-2017 escalated the need for replacement of critical equipment based on operational priority and completed as phase 1 previously. The remaining improvements are generally designed to replace 40 year old equipment, improve building conditions including ventilation and space conditioning in select areas to improve working conditions for Correctional Officers. Phase 2 also includes roof repairs and replacement of the original facility, painting of outdoor steel security enclosures, and select replacement of interior doors and shower areas.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

The County improves reliability by replacing 40 year old systems with a newer, more efficient system components. The occupants benefit by improving building ventilation and conditioning. If this project is not funded, or if it is delayed, the County will continue to pay increasing maintenance costs and fund emergency repairs.

### **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

This estimate was prepared by Gipe Engineering based on detailed design and updated 3/5/21 - attached for reference.

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

The original request based on engineering assessment of the entire facility is planned to be funded in 2 phases. Phase 1 work has been completed during 2019 budgeted at \$3.5 million (\$3.4 million spent as of 9/15/20). Phase 1 work has revealed additional priority items including interior kitchen doors and exterior structures which are recommended to be included in phase 2. Prior Phase 2 estimates include the escalated balance from the original 2014 engineering study minus phase 1. The current phase 2 estimate is based on detailed design completed by Gipe Engineering. This project is released for competitive bidding as of 9/21/21.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

If not completed antiquated equipment will continue to fail, cause the need for emergency repairs and operational disruptions which is more costly than addressing the issues on a planned basis. Phase 1 work was prioritized to address critical building infrastructure. There remains original 1980's vintage equipment serving the original housing units of the facility targeted in this phase 2. Phase 2 improvements specifically



# Gipe Associates, Inc.

## CONSULTING ENGINEERS

Mechanical | Electrical | Plumbing

# ITEM 11

8719 BROOKS DRIVE  
EASTON, MARYLAND  
PHONE: 410-822-8688  
FAX: 410-822-6306

### CONSTRUCTION COST ESTIMATE

PROJECT: Worcester County Detention Center  
GAI PROJECT NO: 20059  
DATE: 03/05/21  
PREPARED BY: GAW

### GENERAL PROJECT INFORMATION

PROJECT SQUARE FOOTAGE: 57,524  
FACILITY TYPE: Detention Center  
# OF FLOORS: 1  
ARCHITECT: Gipe Associates, Inc.  
BASIS FOR ESTIMATE: CODE-B (DESIGN DEVELOPMENT)  
SUMMARY: DESIGN DEVELOPMENT ESTIMATE

Design Development Total Estimate	QUANTITY		MATERIAL		LABOR		TOTAL COST
	NO. OF UNITS	UNIT OF MEASURE	PER UNIT	TOTAL	PER UNIT	TOTAL	
<b>BASE BID COST ESTIMATE</b>							
DIVISION 01-DIVISION09	1.0	LS	\$ -	\$ -	\$ 2,546,000.00	\$ 2,546,000.00	\$ 2,546,000.00
DIVISION 21-23	1.0	LS	\$ -	\$ -	\$ 4,465,220.00	\$ 4,465,220.00	\$ 4,465,220.00
DIVISION 26-28	1.0	LS	\$ -	\$ -	\$ 453,670.00	\$ 453,670.00	\$ 453,670.00
COMMISSIONING	1.0	LS	\$ -	\$ -	\$ 32,000.00	\$ 32,000.00	\$ 32,000.00
CONTINGENCY ALLOWANCE	1.0	LS	\$ -	\$ -	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00
ALTERNATE #1 - 2 YEAR WARRANTY	1.0	LS	\$ -	\$ -	\$ -	\$ -	\$ -
ALTERNATE #2 - ATC SYSTEM CONTRACTOR	1.0	LS	\$ -	\$ -	\$ -	\$ -	\$ -
ALTERNATE #3 - PVC PIPE JACKET	1.0	LS	\$ -	\$ -	\$ -	\$ -	\$ -
ALTERNATE #4 - HIGH EFFICENCY UNITS	1.0	EA	\$ -	\$ -	\$ -	\$ -	\$ -
ALTERNATE #5 - LAUNDRY MAKE-UP	1.0	LS	\$ -	\$ -	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
ALTERNATE #6 - EXERCISE ENCLOSURES (9 ENCLOSURES)	1.0	LS	\$ -	\$ -	\$ 72,000.00	\$ 72,000.00	\$ 72,000.00
ALTERNATE #7 - ATC SYSTEM INTEGRATION	1.0	LS	\$ -	\$ -	\$ 33,000.00	\$ 33,000.00	\$ 33,000.00
ALTERNATE #8 - STAINLESS STEEL SHOWER ENCLOSURE	1.0	LS	\$ -	\$ -	\$ 95,000.00	\$ 95,000.00	\$ 95,000.00
ALTERNATE #9 - ROOF REPLACEMENT	1.0	LS	\$ -	\$ -	\$ 538,000.00	\$ 538,000.00	\$ 538,000.00
ALTERNATE #10 - LED LIGHTING	1.0	LS	\$ -	\$ -	\$ 247,500.00	\$ 247,500.00	\$ 247,500.00

### COST ESTIMATE SUMMARY

DESCRIPTION	MATERIAL	LABOR	TOTAL
BASE BID TOTAL COST	\$ -	\$ 7,586,890.00	\$ 7,586,890.00
ALTERNATE #1 TOTAL COST	\$ -	\$ -	\$ -
ALTERNATE #2 TOTAL COST	\$ -	\$ -	\$ -
ALTERNATE #3 TOTAL COST	\$ -	\$ -	\$ -
ALTERNATE #4 TOTAL COST	\$ -	\$ -	\$ -
ALTERNATE #5 TOTAL COST	\$ -	\$ 30,000.00	\$ 30,000.00
ALTERNATE #6 TOTAL COST	\$ -	\$ 72,000.00	\$ 72,000.00
ALTERNATE #7 TOTAL COST	\$ -	\$ 33,000.00	\$ 33,000.00
ALTERNATE #8 TOTAL COST	\$ -	\$ 95,000.00	\$ 95,000.00
ALTERNATE #9 TOTAL COST	\$ -	\$ 538,000.00	\$ 538,000.00
ALTERNATE #10 TOTAL COST	\$ -	\$ 247,500.00	\$ 247,500.00
<b>TOTAL BASE BID + ALTERNATES:</b>	<b>\$ -</b>	<b>\$ 8,602,390.00</b>	<b>\$ 8,602,390.00</b>
<b>TOTAL BASE BID + ALT. COST PER SQUARE FOOT:</b>	<b>\$0.00 PER S.F.</b>	<b>\$149.54 PER S.F.</b>	<b>\$149.54 PER S.F.</b>

### GRAND TOTAL COST ESTIMATE SUMMARY

ADDITIONAL PROJECT COST ITEM DESCRIPTION (APPLIES TO BASE BID ONLY)	PERCENTAGE (%)	% X TOTAL BASE BID	REMARKS
CONTRACTOR OVERHEAD	5.0%	\$ 379,344.50	
CONTRACTOR PROFIT	5.0%	\$ 379,344.50	
GENERAL CONDITIONS	5.0%	\$ 379,344.50	
PHASING OF GENERAL CONDITIONS	5.0%	\$ 379,344.50	
DESIGN CONTINGENCY	5.0%	\$ 379,344.50	
CONSTRUCTION CONTINGENCY	5.0%	\$ 379,344.50	
BUILDER'S RISK INSURANCE	1.0%	\$ 75,868.90	
PERMIT FEES	1.0%	\$ 75,868.90	
CONTRACTOR INSURANCE	2.0%	\$ 151,737.80	
PAYMENT BOND	1.0%	\$ 75,868.90	
PERFORMANCE BOND	1.0%	\$ 75,868.90	
UTILITY COST (ELECTRIC, GAS, ETC...)	0.0%	\$ -	
<b>TOTAL ADDITIONAL PROJECT COST ITEMS</b>		<b>\$ 2,731,280.40</b>	
<b>GRAND TOTAL CONSTRUCTION COST (BASE BID + ADDITIONAL PROJECT COSTS)</b>		<b>\$ 10,318,170.40</b>	<b>\$179.37 PER S.F.</b>
<b>GRAND TOTAL CONSTRUCTION COST (BASE BID + ALTERNATES + ADDITIONAL PROJECT COSTS)</b>		<b>\$ 11,333,670.40</b>	<b>\$197.03 PER S.F.</b>



**Gipe Associates, Inc.**  
CONSULTING ENGINEERS

Mechanical | Electrical | Plumbing

8719 BROOKS DRIVE  
EASTON, MARYLAND  
PHONE 410-822-8688  
FAX 410-822-6306

**CONSTRUCTION COST ESTIMATE**

PROJECT: Worcester County Detention Center  
GAI PROJECT NO: 20059  
DATE: 03/05/21  
PREPARED BY: GAW

**GENERAL PROJECT INFORMATION**

PROJECT SQUARE FOOTAGE: 57,524  
FACILITY TYPE: Detention Center  
# OF FLOORS: 1  
ARCHITECT: Gipe Associates, Inc  
BASIS FOR ESTIMATE: CODE-B (DESIGN DEVELOPMENT)  
SUMMARY: DESIGN DEVELOPMENT ESTIMATE

Architectural Estimates	QUANTITY		MATERIAL		LABOR		TOTAL COST
	NO. OF UNITS	UNIT OF MEASURE	PER UNIT	TOTAL	PER UNIT	TOTAL	

**BASE BID COST ESTIMATE**

Architectural Estimates	NO. OF UNITS	UNIT OF MEASURE	PER UNIT	TOTAL	PER UNIT	TOTAL	TOTAL COST
Section 051200 - Roof Dunnage	1.0	LS	\$ -	\$ -	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00
Section 072100 - Insulation (~50,000 sq ft roof)	1.0	LS	\$ -	\$ -	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00
Section 076200 Flashing and Trim (~50,000 sq ft roof)	1.0	LS	\$ -	\$ -	\$ 450,000.00	\$ 450,000.00	\$ 450,000.00
Section 075600 Silicone Roof Coating (~11,500 sq ft roof)	1.0	LS	\$ -	\$ -	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00
Section 081113 Detention Doors (10 Kitchen Doors)	1.0	LS	\$ -	\$ -	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
Section 092900 Gy. Board (Ceilings)	1.0	LS	\$ -	\$ -	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00
Section 098113 Exterior Paint (Exercise Yards) - Alternate 6	1.0	LS	\$ -	\$ -	\$ -	\$ -	\$ -
Section 098123 Interior Paint (Kitchen doors and ceilings)	1.0	LS	\$ -	\$ -	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
098600 High Performance Coatings	1.0	LS	\$ -	\$ -	\$ -	\$ -	\$ -
Section 075216 - SBS Modified Bituminous Roofing	1.0	LS	\$ -	\$ -	\$ 1,270,000.00	\$ 1,270,000.00	\$ 1,270,000.00
Section 096723 - Polymer Flooring (Resurface 19 showers)	1.0	LS	\$ -	\$ -	\$ 76,000.00	\$ 76,000.00	\$ 76,000.00

**COST ESTIMATE SUMMARY**

DESCRIPTION	MATERIAL	LABOR	TOTAL
BASE BID TOTAL COST	\$ -	\$ 2,546,000.00	\$ 2,546,000.00
<b>TOTAL BASE BID</b>	\$ -	\$ 2,546,000.00	\$ 2,546,000.00
<b>BASE BID COST PER SQUARE FOOT:</b>	\$0.00 PER S.F.	\$44.26 PER S.F.	\$44.26 PER S.F.

**GRAND TOTAL COST ESTIMATE SUMMARY**

ADDITIONAL PROJECT COST ITEM DESCRIPTION (APPLIES TO BASE BID ONLY)	PERCENTAGE (%)	% X TOTAL BASE BID	REMARKS
CONTRACTOR OVERHEAD	0.0%	\$ -	
CONTRACTOR PROFIT	0.0%	\$ -	
GENERAL CONDITIONS	0.0%	\$ -	
BUILDER'S RISK INSURANCE	0.0%	\$ -	
PERMIT FEES	0.0%	\$ -	
CONTRACTOR INSURANCE	0.0%	\$ -	
PAYMENT BOND	0.0%	\$ -	
PERFORMANCE BOND	0.0%	\$ -	
UTILITY COST (ELECTRIC, GAS, ETC...)	0.0%	\$ -	
<b>TOTAL ADDITIONAL PROJECT COST ITEMS</b>		\$ -	
<b>GRAND TOTAL CONSTRUCTION COST (BASE BID + ADDITIONAL PROJECT COSTS)</b>		\$ 2,546,000.00	\$44.26 PER S.F.



# Gipe Associates, Inc.

## CONSULTING ENGINEERS

Mechanical | Electrical | Plumbing

# ITEM 11

8719 BROOKS DRIVE

EASTON, MARYLAND

PHONE: 410-822-8688

FAX: 410-822-6306

### CONSTRUCTION COST ESTIMATE

PROJECT: Worcester County Detention Center  
 GAI PROJECT NO: 20059  
 DATE: 03/05/21  
 PREPARED BY: GAW

### GENERAL PROJECT INFORMATION

PROJECT SQUARE FOOTAGE: 57,524  
 FACILITY TYPE: Detention Center  
 # OF FLOORS: 1  
 ARCHITECT: Gipe Associates, Inc  
 BASIS FOR ESTIMATE: CODE-B (DESIGN DEVELOPMENT)  
 SUMMARY: DESIGN DEVELOPMENT ESTIMATE

Mechanical Systems	QUANTITY		MATERIAL		LABOR		TOTAL COST
	NO. OF UNITS	UNIT OF MEASURE	PER UNIT	TOTAL	PER UNIT	TOTAL	

### BASE BID COST ESTIMATE

	NO. OF UNITS	UNIT OF MEASURE	PER UNIT	TOTAL	PER UNIT	TOTAL	TOTAL COST
DEMOLITION	1.0	LS	\$ -	\$ -	\$ 287,620.00	\$ 287,620.00	\$ 287,620.00
GYM AHU	1.0	EA	\$ 143,810.00	\$ 143,810.00	\$ 115,048.00	\$ 115,048.00	\$ 258,858.00
CORRIDOR RTU	3.0	EA	\$ 57,524.00	\$ 172,572.00	\$ 43,143.00	\$ 129,429.00	\$ 302,001.00
CRANE	1.0	LS	\$ 70,000.00	\$ 70,000.00	\$ -	\$ -	\$ 70,000.00
REFRIGERANT/CONDENSATE PIPE	1.0	LS	\$ 43,143.00	\$ 43,143.00	\$ 31,638.20	\$ 31,638.20	\$ 74,781.20
HOT WATER PIPE	1.0	LS	\$ 103,543.20	\$ 103,543.20	\$ 135,181.40	\$ 135,181.40	\$ 238,724.60
INSULATION	1.0	LS	\$ 94,914.60	\$ 94,914.60	\$ 94,914.60	\$ 94,914.60	\$ 189,829.20
AUTOMATIC TEMP. CONTROLS (ATC)	1.0	LS	\$ 287,620.00	\$ 287,620.00	\$ 402,668.00	\$ 402,668.00	\$ 690,288.00
RELIEF FAN	12.0	EA	\$ 3,500.00	\$ 42,000.00	\$ 1,500.00	\$ 18,000.00	\$ 60,000.00
TEST AND BALANCE	1.0	LS	\$ -	\$ -	\$ 138,057.60	\$ 138,057.60	\$ 138,057.60
DUCTWORK	1.0	LS	\$ 483,201.60	\$ 483,201.60	\$ 819,717.00	\$ 819,717.00	\$ 1,302,918.60
FIRE PROTECTION	1.0	LS	\$ 43,143.00	\$ 43,143.00	\$ 109,295.60	\$ 109,295.60	\$ 152,438.60
H&V UNIT	11.0	EA	\$ 30,000.00	\$ 330,000.00	\$ 15,000.00	\$ 165,000.00	\$ 495,000.00
PLUMBING PIPING	2,300.0	LF	\$ 7.00	\$ 16,100.00	\$ 10.00	\$ 23,000.00	\$ 39,100.00
FREEZE PUMPS	15.0	EA	\$ 600.00	\$ 9,000.00	\$ 800.00	\$ 12,000.00	\$ 21,000.00
PLUMBING CHASE	54.0	EA	\$ 800.00	\$ 43,200.00	\$ 1,500.00	\$ 81,000.00	\$ 124,200.00
SHOWERS	17.0	EA	\$ 400.00	\$ 6,800.00	\$ 800.00	\$ 13,600.00	\$ 20,400.00

### COST ESTIMATE SUMMARY

DESCRIPTION	MATERIAL	LABOR	TOTAL
BASE BID TOTAL COST	\$ 1,889,047.40	\$ 2,576,169.40	\$ 4,465,216.80
TOTAL BASE BID COST PER SQUARE FOOT:	\$32.84 PER S.F.	\$44.78 PER S.F.	\$77.62 PER S.F.

### GRAND TOTAL COST ESTIMATE SUMMARY

ADDITIONAL PROJECT COST ITEM DESCRIPTION (APPLIES TO BASE BID ONLY)	PERCENTAGE (%)	% X TOTAL BASE BID	REMARKS
CONTRACTOR OVERHEAD	0.0%	\$ -	
CONTRACTOR PROFIT	0.0%	\$ -	
GENERAL CONDITIONS	0.0%	\$ -	
BUILDER'S RISK INSURANCE	0.0%	\$ -	
PERMIT FEES	0.0%	\$ -	
CONTRACTOR INSURANCE	0.0%	\$ -	
PAYMENT BOND	0.0%	\$ -	
PERFORMANCE BOND	0.0%	\$ -	
UTILITY COST (ELECTRIC, GAS, ETC...)	0.0%	\$ -	
TOTAL ADDITIONAL PROJECT COST ITEMS		\$ -	
<b>GRAND TOTAL CONSTRUCTION COST (BASE BID + ADDITIONAL PROJECT COSTS)</b>		<b>\$ 4,465,216.80</b>	<b>\$77.62 PER S.F.</b>



**Gipe Associates, Inc.**  
CONSULTING ENGINEERS

Mechanical | Electrical | Plumbing

**ITEM 11**

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**CONSTRUCTION COST ESTIMATE**

PROJECT: Worcester County Detention Center  
GAI PROJECT NO: 20059  
DATE: 03/05/21  
PREPARED BY: EMP

**GENERAL PROJECT INFORMATION**

PROJECT SQUARE FOOTAGE: 57,524  
FACILITY TYPE: Detention Center  
# OF FLOORS: 1  
ARCHITECT: Gipe Associates, Inc  
BASIS FOR ESTIMATE: CODE-B (DESIGN DEVELOPMENT)  
SUMMARY: DESIGN DEVELOPMENT ESTIMATE

Electrical Systems	QUANTITY		MATERIAL		LABOR		TOTAL COST
	NO. OF UNITS	UNIT OF MEASURE	PER UNIT	TOTAL	PER UNIT	TOTAL	

**BASE BID COST ESTIMATE**

DEMOLITION	1.0	LS	\$ -	\$ -	\$ 48,895.40	\$ 48,895.40	\$ 48,895.40
FIRE ALARM	1.0	LS	\$ 71,905.00	\$ 71,905.00	\$ 106,419.40	\$ 106,419.40	\$ 178,324.40
GYM AHU	1.0	EA	\$ 2,400.00	\$ 2,400.00	\$ 6,000.00	\$ 6,000.00	\$ 8,400.00
CORRIDOR RTU	2.0	EA	\$ 1,000.00	\$ 2,000.00	\$ 3,000.00	\$ 6,000.00	\$ 8,000.00
MAU	1.0	EA	\$ 900.00	\$ 900.00	\$ 1,500.00	\$ 1,500.00	\$ 2,400.00
WORK REPLEAS RTU	1.0	EA	\$ 1,200.00	\$ 3,500.00	\$ 2,500.00	\$ 1,500.00	\$ 5,000.00
H&V UNIT	11.0	EA	\$ 1,000.00	\$ 11,000.00	\$ 3,500.00	\$ 38,500.00	\$ 49,500.00
ERV UNIT	11.0	EA	\$ 1,000.00	\$ 11,000.00	\$ 3,500.00	\$ 38,500.00	\$ 49,500.00
FANS	9.0	EA	\$ 450.00	\$ 4,050.00	\$ 1,100.00	\$ 9,900.00	\$ 13,950.00
LIGHTING (REMOVE, CLEAN & REPLACE)	550.0	EA	\$ 75.00	\$ 41,250.00	\$ 35.00	\$ 19,250.00	\$ 60,500.00
UPS CIRCUITS	1.0	LS	\$ 2,700.00	\$ 2,700.00	\$ 6,500.00	\$ 6,500.00	\$ 9,200.00
PANEL	2.0	EA	\$ 5,000.00	\$ 10,000.00	\$ 5,000.00	\$ 10,000.00	\$ 20,000.00

**ALTERNATE #1 - REPLACE LIGHTING IN KIND WITH LED LIGHTING**

ALTERNATE #1 - LIGHTING	550.0	EA	\$ 300.00	\$ 165,000.00	\$ 150.00	\$ 82,500.00	\$ 247,500.00
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**ALTERNATE #2 -**

ALTERNATE #2 -	1.0	LS	\$ -	\$ -	\$ -	\$ -	\$ -
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**COST ESTIMATE SUMMARY**

DESCRIPTION	MATERIAL	LABOR	TOTAL
BASE BID TOTAL COST	\$ 160,705.00	\$ 292,964.80	\$ 453,669.80
ALTERNATE #1 TOTAL COST	\$ 165,000.00	\$ 82,500.00	\$ 247,500.00
ALTERNATE #2 TOTAL COST	\$ -	\$ -	\$ -
<b>TOTAL BASE BID + ALTERNATES:</b>	<b>\$ 325,705.00</b>	<b>\$ 375,464.80</b>	<b>\$ 701,169.80</b>
<b>TOTAL BASE BID + ALT. COST PER SQUARE FOOT:</b>	<b>\$5.66 PER S.F.</b>	<b>\$6.53 PER S.F.</b>	<b>\$12.19 PER S.F.</b>

**GRAND TOTAL COST ESTIMATE SUMMARY**

ADDITIONAL PROJECT COST ITEM DESCRIPTION (APPLIES TO BASE BID ONLY)	PERCENTAGE (%)	% X TOTAL BASE BID	REMARKS
CONTRACTOR OVERHEAD	0.0%	\$ -	
CONTRACTOR PROFIT	0.0%	\$ -	
GENERAL CONDITIONS	0.0%	\$ -	
BUILDER'S RISK INSURANCE	0.0%	\$ -	
PERMIT FEES	0.0%	\$ -	
CONTRACTOR INSURANCE	0.0%	\$ -	
PAYMENT BOND	0.0%	\$ -	
PERFORMANCE BOND	0.0%	\$ -	
UTILITY COST (ELECTRIC, GAS, ETC...)	0.0%	\$ -	
<b>TOTAL ADDITIONAL PROJECT COST ITEMS</b>		\$ -	
<b>GRAND TOTAL CONSTRUCTION COST (BASE BID + ADDITIONAL PROJECT COSTS)</b>		<b>\$ 453,669.80</b>	<b>\$7.89 PER S.F.</b>
<b>GRAND TOTAL CONSTRUCTION COST (BASE BID + ALTERNATES + ADDITIONAL PROJECT COSTS)</b>		<b>\$ 701,169.80</b>	<b>\$12.19 PER S.F.</b>

**Project: FIRE/EMS Paging System**

Dept Head, Title & Phone #:

Billy Birch, Director of Emergency Services

**Project Summary:** This project seeks to replace the current VHF Paging System used to alert volunteer Fire/EMS personnel.

**Purpose:** Voice paging is a critical component of alerting Fire/EMS personnel. The current system was installed in 2005 and upon replacement will have reached 17-18 years old, exceeding it's life expectancy.

**Location:** Countywide

**Impacts on General Fund Operating, Personnel or Maintenance:** Execution of this project will impact general fund unless grant funding is identified.

	FY 23	FY 24	FY 25	FY 26	FY 27	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	30,000							30,000
Land Acquisition								0
Site Work								0
Construction								0
Equipment/Furnishings		650,000						650,000
Other								0
<b>EXPENDITURES</b>								

<b>TOTAL</b>	<b>30,000</b>	<b>650,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>680,000</b>
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<b>SOURCES OF FUNDS</b>								
General Fund	30,000	650,000						680,000
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0

<b>TOTAL</b>	<b>30,000</b>	<b>650,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>680,000</b>
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<b>PROJECTED OPERATING IMPACTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>
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## **Project: FIRE/EMS Paging System**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?**

The scope of this project will include design/engineering, equipment procurement, installation and decommissioning of previous equipment. There is no legal requirement for this project.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

This project benefits all residents of Worcester County by ensuring reliable alerting of Fire/EMS personnel. This project will be designed around NFPA 1221 standards and may directly impact ISO ratings this resulting in a reduction of insurance premiums within Worcester County.

### **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

Project cost estimated using actual numbers obtained from vendors for similar scope projects.

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

This project has been added as support and parts availability for current equipment has expired.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

This is a critical project as the reliability of this service is essential for the alerting of Fire/EMS personnel.

**Project: Outdoor Warning Siren System**

Dept Head, Title & Phone #:

Billy Birch, Director of Emergency Services

**Project Summary:** This project seeks to replace the outdoor public warning system/fire siren system countywide. Current sirens within the system are aged 30 years and older are not backed up by battery power during a power outage and some distant sirens have communications issues.

**Purpose:** This project is being undertaken based upon concern expressed by the County Commissioners and fire service.

**Location:** Countywide

**Impacts on General Fund Operating, Personnel or Maintenance:** Execution of this project will impact general fund unless grant funding is identified.

	FY 23	FY 24	FY 25	FY 26	FY 27	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	50,000							50,000
Land Acquisition								0
Site Work		50,000						50,000
Construction		750,000						750,000
Equipment/Furnishings								0
Other								0
<b>EXPENDITURES</b>								

<b>TOTAL</b>	<b>50,000</b>	<b>800,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>850,000</b>
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	50,000							50,000
Private Donation								0
Enterprise Bonds								0
General Bonds		800,000						800,000
								0
								0

<b>TOTAL</b>	<b>50,000</b>	<b>800,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>850,000</b>
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<b>PROJECTED OPERATING IMPACTS</b>	0	1,500	5,200	5,200	5,200			17,100
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## **Project: Outdoor Warning Siren System**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?**

Scope includes an engineering study on siren placement utilizing an external consultant, system design/ordering, and installation. Scope was determined by staff experience in similar projects. Historically, most sirens currently in use within Worcester County were provided by the Federal Office of Civil Defense and turned over to volunteer fire companies by Worcester County. Those sirens are of significant vintage and now face reliability issues.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

In addition to their use by volunteer fire companies, the core function of outdoor sirens is to alert the public to a critical emergency requiring their action. These situations range from tornadoes to evacuations, and even an enemy attack. This project, while replacing current sirens, seeks to extend the public warning function of outdoor sirens to critically underserved residents and visitors.

### **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

Cost estimates for this project are based upon a "best guess" approach at this point in time. The estimate could be seriously impacted by site selection issues, connectivity issues, and similar items currently unknown. A critical item of the first year study will be to identify these issues and develop a direct project cost.

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

This project is being requested at this time due to urgency expressed by the County Commissioners related to the reliability of the current system.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

System reliability will likely continue to be an issue should this project not be funded.

## Operating Impact Projections

Project: Outdoor Public Warning System

Department: Emergency Services

Department Head Signature: **JWB**

General Fund Project Expenses	FY 23	FY 24	FY 25	FY 26	FY 27	Total Operating Cost
Job Title & Benefit Costs (List Separately)						
						0
						0
						0
						0
						0
						0
						0
						0
<b>EXPENDITURES</b>						

<b>New Positions Salary &amp; Benefits</b>						
<b>TOTAL</b>	0	0	0	0	0	0

General Fund Project Expenses	FY 23	FY 24	FY 25	FY 26	FY 27	Total Operating Cost
Operating Expenses						
Utilities		1,500	1,500	1,500	1,500	6,000
Telephone						0
Custodial						0
Cleaning						0
Maintenance Repairs			2,500	2,500	2,500	7,500
Refuse						0
Fire/Security Alarm						0
Internet			1,200	1,200	1,200	3,600
Vehicle Expense						0
Other						0
						0
						0
						0
<b>EXPENDITURES</b>						

<b>Operating TOTAL</b>	0	1,500	5,200	5,200	5,200	17,100
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**Project: Outdoor Public Warning System**

General Fund Project Expenses	FY 23	FY 24	FY 25	FY 26	FY 27	Total Operating Cost
<b>Capital Expenses</b>						
Furnishings						0
Equipment						0
						0
						0
						0
						0
						0
						0
						0
						0
<b>EXPENDITURES</b>						

<b>Capital TOTAL</b>	0	0	0	0	0	0
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Projected Revenue Impact	FY 23	FY 24	FY 25	FY 26	FY 27	Revenue Total
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
<b>Revenues</b>						

<b>Project Revenue TOTAL</b>	0	0	0	0	0	0
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<b>PROJECTED OPERATING IMPACTS</b>	0	1,500	5,200	5,200	5,200	17,100
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**Project: Outdoor Public Warning System**

Complete the following questions.

**Operating Impacts****Employee positions.**

**Does the project increase or reduce the number of employees needed? How many positions would be affected? Are the positions full-time, part-time, contractual, grant-funded, enterprise funded? What is the projected cost (savings) of the employees? Are there benefit costs for additional full-time or part-time employees? Benefit cost should be calculated by using the full time 46.39% or for part time 21.43%.**

This project is not expected to require additional employees.

**Utility costs.**

**Does the project increase or reduce utility costs? Utilities may include electricity, oil, gas, telephone, water or sewer costs.**

This project will require power at several sites resulting in several additional in electrical service connections.

**Maintenance costs.**

**Does the project increase or reduce internal maintenance costs or maintenance agreements with outside vendors? Some costs to consider are custodial services, ball field maintenance, road maintenance and general preventative maintenance.**

This project will increase maintenance responsibilities for internal staff and also result in additional external vendor support.

**Insurance costs.**

**Does the project increase insurance costs? You should consider liability, property and vehicle insurance. Additional risk insurance should be calculated using the building or addition cost times \$0.002.**

Insurance coverage may be required for new sirens.

**Telecommunications.**

**Consider the potential need of telephones, copiers, and computers and hardware. List them below.**

Several siren locations may require internet or cellular connectivity.

**Furniture, equipment or capital outlay.**

**Does the project increase or reduce the need for furniture and equipment or other capital outlay items? Is the increase or savings on-going or one-time?**

Neutral.

**Project: Public Safety Logistical Storage Facility**

**Dept Head, Title & Phone #:** Jeff McMahon, Fire Marshal, 410-632-5666

*Combined submission on behalf of Public Safety for the Department of Emergency Services, the Sheriff's Office and the Fire Marshal's Office*

**Project Summary:** A new building to house vehicle and storage for the Departments of Emergency Services, the Sheriff's Office and the Fire Marshal's Office. This building will hold the current 22 vehicles and the many trailers used by the three departments. Plus store all the Logistic Staging Area (LSA) inventory and supplies for all emergency preparation, to include pandemics, weather related emergencies, hazardous materials responses (CBRNE) and a secure impound facility for the Sheriff's Office.

**Purpose:** Currently there is a need due to no covered storage for vehicles and trailers containing expensive and sensitive equipment with the need to respond quickly. Although the County currently leases space for the LSA, the accessibility and security of the lease space is not desirable.

**Location:** The proposed location is on the Fire Training Center grounds owned by the County (12 acres of cleared land/adjacent to a proposed Public Safety Building).

**Impacts on General Fund Operating, Personnel or Maintenance:** The impacts, from a financial standpoint would be high. Partial funding for the project may qualify under grants provided from multiple sources, however that funding cannot be guaranteed. From a Personnel standpoint, no immediate additional personnel is projected for this project. Obviously there

	FY23	FY24	FY25	FY26	FY27	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	100,000							100,000
Land Acquisition	0							0
Site Work	100,000	50,000						150,000
Construction		2,750,000						2,750,000
Equipment/Furnishings		50,000						50,000
Other		200,000						200,000
<b>EXPENDITURES</b>								

<b>TOTAL</b>	<b>200,000</b>	<b>3,050,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,250,000</b>
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	200,000							200,000
Private Donation								0
Enterprise Bonds								0
General Bonds		3,050,000						3,050,000
								0
								0

<b>TOTAL</b>	<b>200,000</b>	<b>3,050,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,250,000</b>
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<b>PROJECTED OPERATING IMPACTS</b>								
	0	19,900	(22,600)	(19,600)	(16,600)			(38,900)

## **Project: Public Safety Logistical Storage Facility**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?**

The project was discussed between the 3 public safety departments of Emergency Services, the Sheriff's Office and the Fire Marshal's Office. A larger "warehouse - clear span" style building is needed for several purposes. To include current vehicles inside (out of the weather) storage of critical response vehicles for a multitude array of purposes to support emergency management, law enforcement and hazardous materials and CBRNE (Chemical, Biological, Radiological, Nuclear and Explosive) type incidents.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

The project benefits the entire county. In addition to critical needs for county operated public safety departments, it also supplements the County's volunteer fire and EMS services and the incorporated towns. Not completing this project will further enhance the deterioration of current, as well as future, vehicles and apparatus that is damaged by exposure to weather elements currently being stored outside.

### **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

The cost estimate was difficult to determine due to the current environment of supplies and materials. At this time building product cost vary day-to-day and have steadily increased over the past two years. There was no scope study performed, the demand for this is driven by the pandemic, the need for the LSA and the protection of current assets exceeding \$1,000,000 in value. A square foot estimate was not used because it is based on a "clear-span" type building. Similar Maryland recently constructed projects were researched by other county, state of federal agencies. The cost is a "best guess". A concern of material cost exist due to the current building industry material and labor problems.

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

There is no CIP Timing. This project was driven by the pandemic, the need for a LSA and to reduce damage to current emergency equipment and vehicles stored outside. In the past two years the County has added to the vehicles and equipment which is stored outside in the harsh weather conditions.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

We consider this project critical. Protecting current assets is crucial. Planning to mitigate any of the emergencies this project could aide is a must for emergency management planning and preparation. Not funding or planning for this project will further hamper the growth and technology changes which occur between regional and national emergencies.

## Operating Impact Projections

**Project: Joint Public Safety Logistical Storage Facility**

**Department: Joint Departments - Emergency Services, Sheriff's Office & Fire Marshal's Office**

**Department Head Signature:**

General Fund Project Expenses	FY 23	FY 24	FY 25	FY 26	FY27	Total Operating Cost
Job Title & Benefit Costs (List Separately)						
						0
						0
						0
						0
						0
						0
						0
						0

**EXPENDITURES**

<b>New Positions Salary &amp; Benefits</b>						
<b>TOTAL</b>	0	0	0	0	0	0

General Fund Project Expenses	FY 23	FY 24	FY 25	FY 26	FY27	Total Operating Cost
Operating Expenses						
Utilities		5,500	5,500	5,500	5,500	22,000
Telephone		4,000	4,000	4,000	4,000	16,000
Custodial						0
Cleaning						0
Maintenance Repairs				3,000	6,000	9,000
Refuse		3,600	3,600	3,600	3,600	14,400
Fire/Security Alarm		1,200	1,200	1,200	1,200	4,800
Internet		600	600	600	600	2,400
Vehicle Expense						0
Other		5,000	2,500	2,500	2,500	12,500
Lease costs			(40,000)	(40,000)	(40,000)	(120,000)
						0
						0

**EXPENDITURES**

<b>Operating TOTAL</b>	0	19,900	(22,600)	(19,600)	(16,600)	(38,900)
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Project: Joint Public Safety Logistical Storage Facility

General Fund Project Expenses	FY 23	FY 24	FY 25	FY 26	FY27	Total Operating Cost
<b>Capital Expenses</b>						
Furnishings						0
Equipment						0
						0
						0
						0
						0
						0
						0
						0
						0
<b>EXPENDITURES</b>						

<b>Capital TOTAL</b>	0	0	0	0	0	0
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Projected Revenue Impact	FY 23	FY 24	FY 25	FY 26	FY27	Revenue Total
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
<b>Revenues</b>						

<b>Project Revenue TOTAL</b>	0	0	0	0	0	0
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<b>PROJECTED OPERATING IMPACTS</b>	0	19,900	(22,600)	(19,600)	(16,600)	(38,900)
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**Project: Joint Public Safety Logistical Storage Facility**

Complete the following questions.

**Operating Impacts****Employee positions.**

**Does the project increase or reduce the number of employees needed? How many positions would be affected? Are the positions full-time, part-time, contractual, grant-funded, enterprise funded? What is the projected cost (savings) of the employees? Are there benefit costs for additional full-time or part-time employees? Benefit cost should be calculated by using the full time 44.90% or for part time 18.82%.**

**Utility costs.**

**Does the project increase or reduce utility costs? Utilities may include electricity, oil, gas, telephone, water or sewer costs.**

Since this is a warehouse with limit occupation, minimal utility cost would be required. Basic electricity costs would be needed for climate control and if building is staffed. There would also be a savings by not having to lease a space for the storage of equipment and vehicles of \$40,000 per year.

**Maintenance costs.**

**Does the project increase or reduce internal maintenance costs or maintenance agreements with outside vendors? Some costs to consider are custodial services, ball field maintenance, road maintenance and general preventative maintenance.**

Due to a new building, over the span of the 5 years for this CIP the maintenance cost would be minimal.

**Insurance costs.**

**Does the project increase insurance costs? You should consider liability, property and vehicle insurance. Additional risk insurance should be calculated using the building or addition cost times \$0.002.**

This would be a warehouse building that would need property insurance. The vehicles and trailers to be stored inside are current and already covered. The LSA products are not known if they should be insured. Therefore the insurance impact would be limited to the building only.

**Telecommunications.**

**Consider the potential need of telephones, copiers, and computers and hardware. List them below.**

A single computer with access to the Internet would be required and telephone. The site already has fiber and the connection would need to be run to the new building.

**Furniture, equipment or capital outlay.**

**Does the project increase or reduce the need for furniture and equipment or other capital outlay items? Is the increase or savings on-going or one-time?**

There would be no new furniture or equipment need in the capital outlay.

**Project: Public Safety Building**

Dept Head, Title & Phone #: Sheriff Matthew Crisafulli 410-632-1111

**Project Summary:**

Construction of Public Safety Facility

**Purpose:** To house the Sheriff's Office and Emergency Services, with potentially locating other agencies to the building such as the Fire Marshal's Office and a Child Advocacy Center.

**Location:** Parcel of land adjacent to Health Dept/Jail off of Route 113 or on the 12 acres of land where the Fire Training Center is located.

**Impacts on General Fund Operating, Personnel or Maintenance:**

The new building amounts are based on the new MSP Cumberland Barrack that was recently opened and Wicomico County Public Safety Building.

	FY 23	FY 24	FY 25	FY 26	FY 27	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	100,000	1,250,000						1,350,000
Land Acquisition								0
Site Work			1,000,000					1,000,000
Construction			15,000,000	15,000,000				30,000,000
Equipment/Furnishings				250,000				250,000
Other								0
<b>EXPENDITURES</b>								
<b>TOTAL</b>	<b>100,000</b>	<b>1,250,000</b>	<b>16,000,000</b>	<b>15,250,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>32,600,000</b>

<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	100,000			250,000				350,000
Private Donation								0
Enterprise Bonds								0
General Bonds		1,250,000	16,000,000	15,000,000				32,250,000
								0
								0
<b>TOTAL</b>	<b>100,000</b>	<b>1,250,000</b>	<b>16,000,000</b>	<b>15,250,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>32,600,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	250,500	251,500			502,000
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## **Project: Public Safety Building**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?**

Current facilities are beyond capacity.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

Consolidation of Public Safety into one building will allow for improved coordination between departments and offices. This will also allow for future growth as mandated by the State Legislature.

### **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

The best guess at costs comes from Wicomico County Public Safety facility and Cumberland County MSP Barrick.

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

N/A

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

All of Public Safety have out grown existing spaces.

# Operating Impact Projections

**Project: Public Safety Building**

**Department: Sheriff, Emergency Services, Fire Marshal & Child Advocacy Center**

**Department Head Signature:**

General Fund Project Expenses	FY 23	FY 24	FY 25	FY 26	FY 27	Total Operating Cost
Job Title & Benefit Costs (List Separately)						
						0
						0
						0
						0
						0
						0
						0
						0

**EXPENDITURES**

<b>New Positions Salary &amp; Benefits TOTAL</b>	0	0	0	0	0	0
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General Fund Project Expenses	FY 23	FY 24	FY 25	FY 26	FY 27	Total Operating Cost
Operating Expenses						
Utilities				26,000	26,000	52,000
Telephone				209,000	210,000	419,000
Custodial				5,000	5,000	10,000
Cleaning						0
Maintenance Repairs						0
Refuse				1,000	1,000	2,000
Fire/Security Alarm				7,500	7,500	15,000
Internet				2,000	2,000	4,000
Vehicle Expense						0
Other						0
						0
						0

**EXPENDITURES**

<b>Operating TOTAL</b>	0	0	0	250,500	251,500	502,000
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**Project: Public Safety Building**

General Fund Project Expenses	FY 23	FY 24	FY 25	FY 26	FY 27	Total Operating Cost
<b>Capital Expenses</b>						
Furnishings						0
Equipment						0
						0
						0
						0
						0
						0
						0
						0
						0
<b>EXPENDITURES</b>						

<b>Capital TOTAL</b>	0	0	0	0	0	0
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Projected Revenue Impact	FY 23	FY 24	FY 25	FY 26	FY 27	Revenue Total
						0
						0
						0
						0
						0
						0
						0
						0
						0
<b>Revenues</b>						

<b>Project Revenue TOTAL</b>	0	0	0	0	0	0
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	250,500	251,500	502,000
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**Project: Public Safety Building**

Complete the following questions.

**Operating Impacts****Employee positions.**

**Does the project increase or reduce the number of employees needed? How many positions would be affected? Are the positions full-time, part-time, contractual, grant-funded, enterprise funded? What is the projected cost (savings) of the employees? Are there benefit costs for additional full-time or part-time employees? Benefit cost should be calculated by using the full time 46.39% or for part time 21.43%.**

Employee positions may be increased due to future unfunded mandates.

**Utility costs.**

**Does the project increase or reduce utility costs? Utilities may include electricity, oil, gas, telephone, water or sewer costs.**

Utilities would increase due to operations being in a new facility other than the government center building.

**Maintenance costs.**

**Does the project increase or reduce internal maintenance costs or maintenance agreements with outside vendors? Some costs to consider are custodial services, ball field maintenance, road maintenance and general preventative maintenance.**

Custodial services would be needed and other maintenance costs would be low since the building would be newly constructed.

**Insurance costs.**

**Does the project increase insurance costs? You should consider liability, property and vehicle insurance. Additional risk insurance should be calculated using the building or addition cost times \$0.002.**

Property Insurance costs are unknown at this point in time.

**Telecommunications.**

**Consider the potential need of telephones, copiers, and computers and hardware. List them below.**

All new communications infrastructure would be part of the design and construction.

**Furniture, equipment or capital outlay.**

**Does the project increase or reduce the need for furniture and equipment or other capital outlay items? Is the increase or savings on-going or one-time.**

Equipment and furniture are considered in the CIP Project first page of this document.

**Project: Asphalt Overlay/Pavement Preservation of County Roads**

Dept Head, Title & Phone #: Dallas Baker Jr., P.E., Public Works Director, 410-632-5623

**Project Summary:** Asphalt Overlay and pavement preservation of County Roads.

**Purpose:** To preserve and maintain the condition of roads within Worcester County.

**Location:** Various roads throughout Worcester County

**Impacts on General Fund Operating, Personnel or Maintenance:**

In FY10 the Highway User Revenue was cut significantly, therefore the General Fund has been funding the cost of our paving projects. The Highway User Revenue has not been restored which means the General Fund will have to continue funding our paving projects. By doing so this puts a strain on the County's General Fund Budget and also limits how much paving we are able to provide to the Citizens and guests of Worcester County.

	FY 23	FY 24	FY 25	FY 26	FY 27	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design								0
Land Acquisition								0
Site Work								0
Construction	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,000,000		8,500,000
Equipment/Furnishings								0
Other								0
<b>EXPENDITURES</b>								

<b>TOTAL</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>1,000,000</b>	<b>0</b>	<b>8,500,000</b>
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<b>SOURCES OF FUNDS</b>								
General Fund	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,000,000		8,500,000
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0

<b>TOTAL</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>1,000,000</b>	<b>0</b>	<b>8,500,000</b>
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **Project: Asphalt Overlay/Pavement Preservation of County Roads**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?**

To preserve and maintain the roads within Worcester County to allow for safe travel for the citizens and guests. It is not mandated by State or Federal Law. We do receive Highway User Revenue funds to cover transportation costs, however this allocation has been significantly reduced since FY10.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

This would benefit the County in general since the project covers all roads maintained by the County. Delay or discontinued funding will enhance deterioration of roads leading to unsafe travel. This could ultimately result in major road repairs leading to a more costly alternative than simply preserving and overlaying the roads.

### **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

Estimate is based on paving projects prior to HUR funding cuts. Although our estimate is higher than previous funding, we feel that the roads in Worcester County are in need of more preservation and maintenance, also the price per ton for hot mix asphalt has increased tremendously along with fuel costs resulting in higher contractor costs and less roads being paved for the same amount of money. The additional funding would result in a regular surface treatment and overlays which would provide safer travels for all.

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

NA

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

It is vital to continue to preserve and maintain our County Roads. By addressing the road maintenance/resurfacing issues early on rather than later, it will avoid costly repairs down the road. If not continued it can lead to a more significant impact not only financially but safety issues for the traveling public and property owners.

**Project: Renovation of Berlin Roads Division Building**

**Dept Head, Title & Phone #:** Department of Public Works, Dallas Baker - Director P.E., 410-632-5623

**Project Summary:** Replace roof system and renovate existing second floor to create office space.

**Purpose:** Renovation

**Location:** 10146 North Main Street, Berlin, MD

**Impacts on General Fund Operating, Personnel or Maintenance:** Relocation of Roads Division personnel while renovation work is in progress.

	FY 23	FY 24	FY 25	FY 26	FY 27	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design						23,550		23,550
Land Acquisition								0
Site Work								0
Construction	120,000					100,000		220,000
Equipment/Furnishings	200,000							200,000
Other								0
<b>EXPENDITURES</b>								

<b>TOTAL</b>	<b>320,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>123,550</b>	<b>0</b>	<b>443,550</b>
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	320,000					123,550		443,550
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0

<b>TOTAL</b>	<b>320,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>123,550</b>	<b>0</b>	<b>443,550</b>
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **Project: Renovation of Berlin Roads Division Building**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?**

This requested project is in response to County Administration's need to establish office spaces in the Northern portion of the County. The project scope will replace the building's failing roof system, renovate the second story floorplan, installation of a fiber optic communication system, fire alarm system upgrade for second floor users, purchase of office desk systems with file storage.

### **County benefit.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?**

This project will benefit county staff by reducing overcrowding in other facilities.

### **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

Architectural fees were obtained following a meeting with a local firm. Communication requirements and associated pricing was obtained from the County's IT department. Fire alarm system requirements with pricing was obtained from the County's fire and security contractor. Generator, office furnishings, etc. were estimated as end user requirements are still pending.

### **CIP Timing.**

**If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

This project can be accomplished in phases with replacement of the roof system being paramount. Renovation to create office spaces should follow the roof replacement work.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

As with all buildings, preventing intrusion of rain water is key to longevity of the structure. Therefore, installation of a new roof system should occur without delay.

**Project: Gradall XL4100 V 6X4**

**Dept Head, Title & Phone #:** Dallas Baker Jr. P.E., Director Of Public Works 410-632-5623

**Project Summary:** To acquire a gradall to perform daily job duties to the citizens of Worcester County.

**Purpose:** Adding another gradall to our fleet would be a tremendous asset. We would be able to respond to emergency calls during storm events faster by having a gradall at our central shop in Snow Hill. We would be able to start and finish more projects in a timely manner by having another gradall to perform the work.

**Location:** Worcester County Roads

**Impacts on General Fund Operating, Personnel or Maintenance:** General preventative maintenance such as but not limited to filters, oil, tires, batteries etc.

	FY 23	FY 24	FY 25	FY 26	FY 27	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design								0
Land Acquisition								0
Site Work								0
Construction								0
Equipment/Furnishings		500,000						500,000
Other								0
<b>EXPENDITURES</b>								
<b>TOTAL</b>	<b>0</b>	<b>500,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>500,000</b>
<b>SOURCES OF FUNDS</b>								
General Fund		500,000						500,000
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0
<b>TOTAL</b>	<b>0</b>	<b>500,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>500,000</b>
<b>PROJECTED OPERATING IMPACTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>

## **Project: Gradall XL4100 V 6X4**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?**

NA

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

All citizens and guests of Worcester County would benefit, we would be able to respond to emergency calls for trees, washed out roads etc. faster by adding another gradall to cover more area of the County. We would also benefit by having a backup should another gradall go down for maintenance or repairs. We would be able to respond to work orders for pipes and ditching faster by having another gradall and crew available to perform the work and not have to wait for a gradall to become available which would ultimately result in improved times for work to be completed.

### **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

The cost estimate was developed from Gradall through a Source-Well contract.

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

NA

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

The urgency to acquire a Gradall now would be that the price for them will only increase in future years, with that being said it is best to buy one now before our current Gradalls fail and begin to cost more money in repairs and outside repairs which would result in more money being spent on older equipment. It would be in the County's best intentions to acquire a Gradall sooner then later to save tax payer money in the long run and add a valuable piece of equipment to our fleet so we may provide the best service to the citizens and guests of Worcester County in a timely manner.

**Project: Mystic Harbour Water Treatment Plant Rehabilitation**

Dept Head, Title & Phone #: Dallas Baker Jr., P.E. Director of Public Works 410-632-5623

**Project Summary:**

Rehabilitation of the Mystic Harbour Water Treatment plant building and equipment. The project includes rehabilitation of the exterior and interior of the Water Treatment building at Mystic Harbour. The exterior of the building needs a new roof, repair of concrete block and either painting or siding to make the building more aesthetically acceptable. The building interior requires a new interior ceiling, cleaning and painting of the walls, sandblasting and painting of interior piping and filters. In addition there are a number of electrical improvements needed, safety issues addressed and chemical feed systems upgraded to current standards.

**Purpose:** To extend the life of the building

**Location:** Mystic Harbour

**Impacts on General Fund Operating, Personnel or Maintenance:** None - All work to be done under the Enterprise fund

	FY 23	FY 24	FY 25	FY 26	FY 27	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	50,000							50,000
Land Acquisition								0
Site Work								0
Construction	400,000							400,000
Equipment/Furnishings								0
Other								0
<b>EXPENDITURES</b>								

<b>TOTAL</b>	450,000	0	0	0	0	0	0	450,000
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds	450,000							450,000
General Bonds								0
								0
								0

<b>TOTAL</b>	450,000	0	0	0	0	0	0	450,000
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **Project: Mystic Harbour Water Treatment Plant Rehabilitation**

Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?**

A detailed report has been prepared to identify the needed improvements to this important water treatment plant. The report addressed the needed improvements and estimated the cost for each. Some of the the minor items will be addressed in the annual operating budget but the major improvements will require capital funds.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

Project is required to maintain the operation of the Mystic Harbour Water system.

### **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

Detailed report and condition assessment was completed for the facility.

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

First time on the CIP.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

This facility is the primary supplier of water to the Mystic Harbour and West Ocean City Area.

**Project: Lewis Road Sewer Extension**

Dept Head, Title & Phone #: Dallas Baker, P.E., Director of Public Works 410-632-5623

**Project Summary:** Extension of sanitary sewer lines along Lewis Road to serve approximately 50 homes.

**Purpose:** The project is proposed to eliminate approximately 50 septic systems in an area of high groundwater.

**Location:** Lewis Road behind the Landings WWTP

**Impacts on General Fund Operating, Personnel or Maintenance:** The project will have no impact in the general funds operating, personnel or maintenance expenses. Operating expenses will be paid from user fees.

	FY 23	FY 24	FY 25	FY 26	FY 27	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	98,000					72,000		170,000
Land Acquisition								0
Site Work								0
Construction	1,855,000							1,855,000
Equipment/Furnishings								0
Other								0
<b>EXPENDITURES</b>								

<b>TOTAL</b>	<b>1,953,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>72,000</b>	<b>0</b>	<b>2,025,000</b>
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds	1,446,000					72,000		1,518,000
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
ARPA	507,000							507,000
								0

<b>TOTAL</b>	<b>1,953,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>72,000</b>	<b>0</b>	<b>2,025,000</b>
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<b>PROJECTED OPERATING IMPACTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>
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## **Project: Lewis Road Sewer Extension**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?**

This project involves constructing a pipeline along Lewis Road and connecting all the homes in the community to this pipeline which will connect the community to the Landings wastewater treatment plant. The project has had a preliminary engineering report prepared for the method of transmission and service to the community. This report was mandated by USDA funding requirements. This project was a priority of the County Commissioners in the Fiscal Year 2017/2018.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

The primary benefit of this project is reduction of nutrients into the Coastal Bays and the connection of a community of poorly performing and failing septic's to public sewer. If this project is not done we will lose the USDA Funding and the community will continue to suffer with failing systems and the poorly drained soils in the area that will continue to contribute to the failure of systems in the future.

### **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

Estimate was completed as a part of the preliminary engineering report. The report developed the scope of the project cost estimates and potential funding sources.

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

This was a priority of the 2017/2018 County Commissioners. Timing of the Project will depend on available funding.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

This project is a priority and we have secured a great deal of funding to complete it.

**Project: Mystic Harbour Wastewater Treatment Plant Solids Dewatering and Storage Building Repair**

Dept Head, Title & Phone #: Dallas Baker Jr., P.E. Director - 410-632-5623

Project Summary: Mystic Harbour Solids Dewatering Upgrade and storage building repair.

Purpose: Resolving the solids dewatering problems at the Mystic Harbour Wastewater Treatment Plant and rehabilitating the storage building.

Location: Mystic Harbour/West Ocean City

Impacts on General Fund Operating, Personnel or Maintenance: Project will be constructed and operated using Enterprise Funds.

	FY 23	FY 24	FY 25	FY 26	FY 27	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	200,000	200,000						400,000
Land Acquisition								0
Site Work								0
Construction	700,000	900,000	200,000					1,800,000
Equipment/Furnishings								0
Other								0
<b>EXPENDITURES</b>								

<b>TOTAL</b>	<b>900,000</b>	<b>1,100,000</b>	<b>200,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,200,000</b>
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds	900,000	1,100,000	200,000					2,200,000
General Bonds								0
								0
								0

<b>TOTAL</b>	<b>900,000</b>	<b>1,100,000</b>	<b>200,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,200,000</b>
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## Project: Mystic Harbour Wastewater Treatment Plant Solids

Complete the following questions.

### Project scope.

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?

This project includes improvement to the Mystic Harbour Wastewater Treatment Plan by construction of needed improvements to the sludge handling facilities. In addition, the scope of work includes work needed to provide improvements to the on-site storage building.

### County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?

The purpose of this project is to permanently resolve the handling of bio-solids at the Mystic Harbour Wastewater Treatment Plant.

### Cost estimate.

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?

The cost estimate for the sludge handling systems was taken from a recently completed study of alternatives to resolve the issue. The cost estimate for effluent disposal was a historical "best guess" based on recent experience with disposal of effluent.

**CIP Timing.** If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

There is no change to the timing for this project.

### Urgency.

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

Continued development within the West Ocean City/Mystic Harbour Area will require adequate public utilities. The only County owned wastewater facility in this area is the Mystic Harbour Wastewater Treatment Plant. To continue well controlled economic growth in this area, these plant improvements are required.

**Project: Ocean Pines Belt Filter Press and Spray Irrigation**

Dept Head, Title & Phone Dallas Baker Jr., P.E., P.E., Director of Public Works 410-632-5623

**Project Summary:**

Improvements in the Ocean Pines Service Area Includes:  
 -Replacing the Belt Filter Press  
 -Spraying effluent on the Ocean Pines Golf Course

**Purpose:**

The project is proposed to replacing aging pieces of equipment and reduce nutrients to the Saint Martins River while redirecting the need for groundwater to irrigate the Golf Course.

**Location:** Ocean Pines Service Area

**Impacts on General Fund Operating, Personnel or Maintenance:**

The project have no impact on the general fund Operating, Personnel or Maintenance expenses.

	FY 23	FY 24	FY 25	FY 26	FY 27	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	500,000							500,000
Land Acquisition								0
Site Work								0
Construction	2,550,000	2,550,000						5,100,000
Equipment/Furnishings	400,000	800,000						1,200,000
Other								0
<b>EXPENDITURES</b>								
<b>TOTAL</b>	<b>3,450,000</b>	<b>3,350,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,800,000</b>

<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Designated Funds								0
Private Donation								0
Enterprise Bonds	3,450,000	3,350,000						6,800,000
General Bonds								0
								0
								0
<b>TOTAL</b>	<b>3,450,000</b>	<b>3,350,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,800,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **Project: Ocean Pines Belt Filter Press and Spray Irrigation**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?**

The existing belt press at the Ocean Pines Wastewater Treatment Plant was installed in 1996. Since that time, it has undergone major repairs but is no longer reliable. We are looking at the use of newer technologies now available to be installed at the treatment plant.

In an effort to reduce nutrient discharges to the Coastal bays and reduce the use of the groundwater to irrigate the Ocean Pines Golf Course, we are proposing to redirect treatment plant treated effluent to the golf course to use for irrigation.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

The primary benefit of this project increase efficiency of the Ocean Pines Wastewater Treatment Plant solids handling activities and to reuse the plant effluent for golf course irrigation.

### **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

Estimate was completed in a design report completed in 2021 and a study on the Ocean Pines Irrigation system also completed in 2021.

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

The ongoing project is a part of long term program of system upgrades for the entire Ocean Pines Water and Wastewater Systems. The proposal for reuse of plant effluent has been developed in cooperation with the Ocean Pines Homeowners Association.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

This project needs to be completed as a part of ongoing long term upgrades to the 50-year old Ocean Pines Water and Wastewater systems.

**Project: Landings Water Tower Rehabilitation and Painting**

Dept Head, Title & Phone #: Dallas Baker Jr., PE Director of Public Works  
410-632-5632

Project Summary: Painting and rehabilitation of the Riddle Farm Water Tower.

Purpose: Extending the life of the Landings Water Tower

Location: Landings Service Area

Impacts on General Fund Operating, Personnel or Maintenance: None - Work to be completed under the Enterprise Fund.

	FY 23	FY 24	FY 25	FY 26	FY 27	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	50,000							50,000
Land Acquisition	400,000							400,000
Site Work								0
Construction								0
Equipment/Furnishings								0
Other								0
<b>EXPENDITURES</b>								

<b>TOTAL</b>	<b>450,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>450,000</b>
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds	450,000							450,000
General Bonds								0
								0
								0

<b>TOTAL</b>	<b>450,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>450,000</b>
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **Project: Landings Water Tower Rehabilitation and Painting**

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Complete the following questions.

### **Project scope.**

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?

Repainting and miscellaneous improvements to the Landings Water Tower.

### **County benefit.**

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?

Extending the life of an important water storage tower.

### **Cost estimate.**

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?

Historical from recently completed North Water Tower in Ocean Pines.

**CIP Timing.** If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

First time on the CIP

### **Urgency.**

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

Waiting will just increase the deterioration and increase rehabilitation cost.

**Project: Mystic Harbour Wastewater Treatment Expansion & Effluent Disposal System**

**Dept Head, Title & Phone #:** Dallas Baker Jr., P.E. Director - 410-632-5623

**Project Summary:** Mystic Harbour Expansion and improvements to effluent disposal systems.

**Purpose:**

Expanding the Mystic Harbour Treatment Plant and consolidating the effluent disposal systems to optimize the effluent disposal systems. The following activities are proposed:

1. Rehabilitate the Assateague Point Lagoon and convert in into a wastewater effluent holding facility
2. Expand the Mystic Harbour Wastewater Treatment Plant by placing treatment unit tank 4 into service (150,000 gpd)
3. Interconnect effluent piping from Mystic Harbour and Landings to allow more disposal options

**Location:**

Mystic Harbour/West Ocean City/Landings/Assateague Point

**Impacts on General Fund Operating, Personnel or Maintenance:**

Project will be constructed and operated using Enterprise Funds.

	FY 23	FY 24	FY 25	FY 26	FY 27	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design		100,000						100,000
Land Acquisition								0
Site Work								0
Construction			2,000,000					2,000,000
Equipment/Furnishings								0
Other								0
<b>EXPENDITURES</b>								

<b>TOTAL</b>	0	100,000	2,000,000	0	0	0	0	2,100,000
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds		100,000	2,000,000					2,100,000
General Bonds								0
								0
								0

<b>TOTAL</b>	0	100,000	2,000,000	0	0	0	0	2,100,000
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **Project: Mystic Harbour Wastewater Treatment Expansion & Effluent Disposal System**

Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?**

This project includes combining the Mystic Harbour, Landings and Assateague Point Service areas for purposes of effluent disposal. The lagoon at Assateague Point will have the lagoon liner, which has outlived its useful life. The liner needs to be replaced and the lagoon will then function as an effluent holding pond.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

The purpose of this project is to provide needed treatment plant capacity and related effluent disposal by taking most advantage of the available resources.

### **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

The cost estimate for the lagoon rehabilitation was taken from a recently completed study of the facility. The cost of the effluent disposal lines was taken from recently opened unit pipe bids. The cost for opening treatment tank 4 was internally estimated.

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

This project will need to be initiated in the next year to have the capacity available when the current available EDUs are assigned.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

Continued development within the West Ocean City/Mystic Harbour Area will require adequate treatment and effluent disposal capacity. To continue well controlled economic growth in this area, these facilities are required.

**Project: Riddle Farm Water Tower Rehabilitation, Painting & Lowering**

**Dept Head, Title & Phone #:** Dallas Baker Jr., PE Director of Public Works  
410-632-5632

**Project Summary:** Painting, Lowering and rehabilitation of the Riddle Farm Water Tower

**Purpose:** Extend the life of the Riddle Farm Water Tower and to lower the tower and bring it to the same hydraulic elevation as surrounding service areas.

**Location:** Riddle Farm Service Area

**Impacts on General Fund Operating, Personnel or Maintenance:** None - Work to be completed under the Enterprise Fund.

	FY 23	FY 24	FY 25	FY 26	FY 27	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design			50,000					50,000
Land Acquisition			550,000					550,000
Site Work								0
Construction								0
Equipment/Furnishings								0
Other								0
<b>EXPENDITURES</b>								

<b>TOTAL</b>	0	0	600,000	0	0	0	0	600,000
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds			600,000					600,000
General Bonds								0
								0
								0

<b>TOTAL</b>	0	0	600,000	0	0	0	0	600,000
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **Project: Riddle Farm Water Tower Rehabilitation, Painting & Lowering**

Complete the following questions.

### **Project scope.**

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?

Repainting, lowering and miscellaneous improvements to the Riddle Farm Water Tower.

### **County benefit.**

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?

Extending the life of an important water storage tower. Lowering the tower will allow for better compatibility with adjoining service areas.

### **Cost estimate.**

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?

Cost estimate is derived from recently completed North Water Tower and an estimate from a tower construction contractor.

**CIP Timing.** If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

First time on the CIP

### **Urgency.**

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

Waiting will increase the deterioration and increase rehabilitation cost

**Project: Riddle Farm and Mystic Harbour Effluent Disposal Interconnection**

Dept Head, Title & Phone #: Dallas Baker Jr., P.E. Director of Public Works 410-632-5623

**Project Summary:** An interconnection between the effluent disposal systems in Riddle Farm and Mystic Harbour would benefit both service areas by offering multiple options for effluent disposal.

**Purpose:** To improve the ability of the treatment plant operators to dispose of treatment plant effluent.

**Location:** Riddle Farm/Mystic Harbour

**Impacts on General Fund Operating, Personnel or Maintenance:** None - All work to be done under the Enterprise fund.

	FY 23	FY 24	FY 25	FY 26	FY 27	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design				70,000	80,000			150,000
Land Acquisition					50,000			50,000
Site Work								0
Construction				500,000	1,000,000			1,500,000
Equipment/Furnishings								0
Other								0
<b>EXPENDITURES</b>								

<b>TOTAL</b>	0	0	0	570,000	1,130,000	0	0	1,700,000
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds				570,000	1,130,000			1,700,000
General Bonds								0
								0
								0

<b>TOTAL</b>	0	0	0	570,000	1,130,000	0	0	1,700,000
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **Project: Riddle Farm and Mystic Harbour Effluent Disposal Interconnection**

Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?**

The concept for this project would be to interconnect the effluent disposal systems from the Riddle Farm Service Area with the effluent disposal systems serving Mystic Harbour and Landings. By making this interconnection, all plants would have the ability to dispose of effluent from multiple sources - the 36 hole golf courses at Riddle Farm, the 18 holes of golf courses at Eagle's Landing, the injection wells at Mystic Harbour or at Landings, or the spray irrigation system at Assateague Point. With all of these choices, reliable effluent disposal would be available for the foreseeable future.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

Reliable effluent disposal systems are key to continued use of the current wastewater treatment systems.

### **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

No specific studies have been completed at this time. Estimate was based on measured pipeline lengths and current unit prices.

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

First time on the CIP.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

Growth continues to be reliant on viable effluent disposal.

**Project: Solid Waste Cell 1 Pump Station**

**Dept Head, Title & Phone #:** Mike Mitchell, Solid Waste Superintendent, 410-632-3177

**Project Summary:** Rehabilitation of Cell 1 leachate pump stations (four).

**Purpose:** Replace existing leachate pumps, piping, valves, appurtenances and controls. Rehabilitate existing pump houses. Four pump stations in total, all equipment is original, installed in 1990.

**Location:** Central Landfill

**Impacts on General Fund Operating, Personnel or Maintenance:** None

	FY 23	FY 24	FY 25	FY 26	FY 27	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	70,000							70,000
Land Acquisition								0
Site Work								0
Construction	550,000							550,000
Equipment/Furnishings								0
Other								0
<b>EXPENDITURES</b>								

<b>TOTAL</b>	<b>620,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>620,000</b>
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees	620,000							620,000
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0

<b>TOTAL</b>	<b>620,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>620,000</b>
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **Project: Solid Waste Cell 1 Pump Station**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?**

Replace 30 year old pumps, piping, valves, appurtenances, and controls in 4 leachate pump stations. MDE landfill permit only allows 12" of leachate on top of the cell liner. The pumps are needed to remove the leachate from the bottom of the cell 1 and keep leachate levels below the permitted level.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

The County benefits by not receiving fines from MDE for violating our permit.

### **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

The cost estimate based on discussions with the engineering firm contracted to oversee regulatory compliance at the landfill.

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

This is a new project that was added for FY23.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

This project is critical.

**Project: Solid Waste Administration Scale House Renovation & Addition**

Dept Head, Title & Phone #: Mike Mitchell, Solid Waste Superintendent, 410-632-3177

**Project Summary:** Administration Scale House Renovation and Addition

**Purpose:** Renovate and add on to the Landfill Administration Office to increase and modernize space to become ADA compliant.

**Location:** Central Landfill

**Impacts on General Fund Operating, Personnel or Maintenance:** None

	FY 23	FY 24	FY 25	FY 26	FY 27	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design		50,000						50,000
Land Acquisition								0
Site Work								0
Construction		350,000	350,000					700,000
Equipment/Furnishings			50,000					50,000
Other								0
<b>EXPENDITURES</b>								

<b>TOTAL</b>	0	400,000	400,000	0	0	0	0	800,000
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees		400,000	400,000					800,000
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0

<b>TOTAL</b>	0	400,000	400,000	0	0	0	0	800,000
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **Project: Solid Waste Administration Scale House Renovation & Addition**

Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?**

Renovate and construct an addition to the existing scale house/administration office at the landfill.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

This project will benefit the landfill administrative employees. The building has not been renovated in over 20 years. It needs updates and additions plus a separation from between landfill employees and administrative employees as well as updating the facilities for ADA compliance.

### **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

The cost estimate based on proposed scope of work and previous building costs.

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

This is a new project that was added for FY23 and FY24.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

This project is not critical , but it is something that would be good to do if resources are available.

**Project: West Ocean City Commercial Harbor**

Dept Head, Title & Phone #: Kelly Rados, Director of Recreation & Parks

Project Summary: West Ocean City Commercial Harbor Bulkhead

Purpose: Repair and replacement bulkhead

Location: West Ocean City Commercial Harbor

**Impacts on General Fund Operating, Personnel or Maintenance:**

Current commercial fishing leases are tied to the site. The failing bulkhead will impact the general fund, operating revenue and maintenance.

	FY 23	FY 24	FY 25	FY 26	FY 27	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design						25,000		25,000
Land Acquisition						0		0
Site Work						50,000		50,000
Construction	400,000					1,000,000		1,400,000
Equipment/Furnishings								0
Other						50,000		50,000
<b>EXPENDITURES</b>								

<b>TOTAL</b>	<b>400,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,125,000</b>	<b>0</b>	<b>1,525,000</b>
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<b>SOURCES OF FUNDS</b>								
General Fund						25,000		25,000
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	400,000					1,100,000		1,500,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0

<b>TOTAL</b>	<b>400,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,125,000</b>	<b>0</b>	<b>1,525,000</b>
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<b>PROJECTED OPERATING IMPACTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>
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## **Project: West Ocean City Commercial Harbor**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?**

There is 900 feet of deteriorated steel bulkhead at the West Ocean City Commercial Harbor. Steel sheeting, tie backs, etc. are in desperate need of replacement.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

This project will help maintain the future of the commercial harbor and fishing industry. It insures continuation of revenues from leased spaces.

### **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

There was \$25,000 of engineering completed in FY2020-2021 general fund budget, completed by Stacey Hart & Associates. Previous estimate of the project was \$1,100,000. Estimate has since increased to \$1,500,000 due to increased material costs.

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

Project needs to be completed as soon as possible.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

Urgent - Pending failure with any future storms possible. There is no grant funding available for "Commercial" operations.

**Project: Ocean City Inlet and Harbor Navigation Improvement Project**

**Dept Head, Title & Phone #:** Robert Mitchell, Director, Dept. of Env. Programs 410-632-1220

**Project Summary:** Building a structure to alter patterns for sediment deposit, deepening the channel and realigning the channel to deeper water.

**Purpose:** This is a project to provide a long-term solution to manage the shoaling in the Ocean City Inlet and provide for the safety of vessels using that waterway.

**Location:** Ocean City Inlet, Ocean City, Maryland

**Impacts on General Fund Operating, Personnel or Maintenance:**

The project will have a slight impact on the General Fund to provide the local contributions needed to provide the 10% local match that Maryland DNR cannot cover.

	FY 23	FY 24	FY 25	FY 26	FY 27	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	189,000	189,000						378,000
Land Acquisition								0
Site Work								0
Construction	400,000	9,622,000						10,022,000
Equipment/Furnishings								0
Other								0
<b>EXPENDITURES</b>								

<b>TOTAL</b>	<b>589,000</b>	<b>9,811,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,400,000</b>
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds		9,622,000						9,622,000
State Match		189,000						189,000
State Loan								0
Assigned Funds	589,000							589,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0

<b>TOTAL</b>	<b>589,000</b>	<b>9,811,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,400,000</b>
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **Project: Ocean City Inlet and Harbor Navigation Improvement Project**

Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?**

This scope and the solutions were determined after design and modeling done by the US Army Corps of Engineers. Authority for Army Corps Navigation improvement projects are authorized by Section 107 of the Federal River and Harbor Act of 1960. The Corps utilized extensive local interviews and information in the design and modeling done for this project's proposed construction solutions.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

This is a navigational improvement project designed to improve safety and provide a long term solution to the shoaling in the Ocean City Inlet. Section 107 projects are formulated for commercial navigation. Economic justification for projects based on analysis of operating costs for commercial vessels. Benefits of navigation improvements must outweigh costs (benefit to cost ratio) to proceed. They do in this case as was presented to the County in a Corps Open House meeting on the project held in Worcester County on 8-17-21.

### **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate? We would note that the Corps included 39% figure for contingencies in their project estimate, as stated in the August 2021 presentation.**

Estimate was completed as a part of the ongoing design and modeling required for projects of this type. The design and modeling report considered storm effects and different design options. Engineers estimate is between \$8.4 to \$10.4 million to complete the project. The concerns really are with the local input, the amount that MD DNR can contribute to the 10% local input required. The 400,000 bond estimate was if the project went to the higher estimate figure and Worcester has to fund the local contribution by ourselves.

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

This project was pledged \$300,000 by the County and \$300,000 by MDE/DNR to provide the initial local contribution needed to get this very important project through design and modeling stage to construction.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

The shoaling in the Ocean City Inlet is getting worse with each passing year and is a danger to vessels operating in the channel. A long term solution is desperately needed now. Federal by pass funding for the the Assateague Island Restoration Project will cease in 2027. After that time we will be dependent on maintenance and emergency funds to clean the inlet. This Section 107 project is the only was to complete a long term solution for the area.

**Project: Worcester County Sports Complex**

Dept Head, Title & Phone #: Kelly Rados, Director of Recreation & Parks, 410-632-2144 x2502

**Project Summary: Multi-Purpose Sports Complex**

**Purpose:** To acquire approximately 100 acres for the development of a sports complex (multi-purpose fields, tournament central with restrooms, parking and concessions) with a conceptual plan for recreation and travel sports in the Northern end of the county. Park amenities would also include walking trails, ponds and a playground. The main purpose for this project is to provide Worcester County residents and guests more recreational programming and event opportunities by providing additional field space.

**Location:** Northern Worcester County

**Impacts on General Fund Operating, Personnel or Maintenance:** The project would increase cost in the form of utilities, irrigation cost, field maintenance equipment/supplies and personnel, if not privately managed as intended.

	FY 23	FY 24	FY 25	FY 26	FY 27	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	123,930							123,930
Land Acquisition						2,585,451		2,585,451
Site Work	5,000,000							5,000,000
Construction	7,350,000							7,350,000
Equipment/Furnishings	525,000							525,000
Other								0
<b>EXPENDITURES</b>								

<b>TOTAL</b>	<b>12,998,930</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,585,451</b>	<b>0</b>	<b>15,584,381</b>
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds	800,100					1,985,451		2,785,551
State Match								0
State Loan								0
Assigned Funds						600,000		600,000
Private Donation	1,000,000							1,000,000
Enterprise Bonds								0
General Bonds	11,198,830							11,198,830
								0
								0

<b>TOTAL</b>	<b>12,998,930</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,585,451</b>	<b>0</b>	<b>15,584,381</b>
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<b>PROJECTED OPERATING IMPACTS</b>	<b>0</b>	<b>0</b>	<b>(146,000)</b>	<b>(155,200)</b>	<b>(166,240)</b>			<b>(467,440)</b>
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## **Project: Worcester County Sports Complex**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?**

Design and development of land in the northern section of the county for the construction of a sports complex. The need was identified in the previous survey associated with the LPPRP, and supported by the population proximity analysis.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

It increases our capacity to drive "in house" revenue. Enhances capacity to host tournament play, providing an economic benefit for Worcester County businesses. It would offer large benefits by creating more programming opportunity for county citizens in the north.

### **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

Cost estimated was provided to us by a design and development company, based on similar projects. Cost of materials continue to increase along with availability.

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

Unknowns with regard to amounts of future POS funding allocations may cause an adjustment in the time line.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

The most urgent aspect is the availability of supplies and the rising costs of materials associated with development and construction.

# Operating Impact Projections

**Project:** Worcester County Sports Complex  
**Department:** Recreation & Parks  
**Department Head Signature:** Kelly Rados

General Fund Project Expenses	FY 23	FY 24	FY 25	FY 26	FY 27	Total Operating Cost
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Job Title & Benefit Costs  
(List Separately)

						0
						0
						0
						0
						0
						0
						0
						0
						0

**EXPENDITURES**

**New Positions Salary & Benefits  
TOTAL**

0	0	0	0	0	0
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General Fund Project Expenses	FY 23	FY 24	FY 25	FY 26	FY 27	Total Operating Cost
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Operating Expenses

Utilities						0
Telephone						0
Custodial						0
Cleaning						0
Maintenance Repairs						0
Refuse						0
Fire/Security Alarm						0
Internet						0
Vehicle Expense						0
Other						0
						0
						0
						0

**EXPENDITURES**

**Operating TOTAL**

0	0	0	0	0	0
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Project:

Worcester County Sports Complex

General Fund Project Expenses	FY 23	FY 24	FY 25	FY 26	FY 27	Total
						Operating Cost
<b>Capital Expenses</b>						
Furnishings						0
Equipment						0
						0
						0
						0
						0
						0
						0
						0
<b>EXPENDITURES</b>						

<b>Capital TOTAL</b>	0	0	0	0	0	0
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Projected Revenue Impact	FY 23	FY 24	FY 25	FY 26	FY 27	Revenue Total
Tournaments			100,000	100,000	100,000	300,000
Concessions			40,000	48,000	57,600	145,600
Rentals - Fields			6,000	7,200	8,640	21,840
						0
						0
						0
						0
						0
<b>Revenues</b>						

<b>Project Revenue TOTAL</b>	0	0	146,000	155,200	166,240	467,440
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	(146,000)	(155,200)	(166,240)	(467,440)
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**Project:** Worcester County Sports Complex

Complete the following questions.

### **Operating Impacts**

#### **Employee positions.**

**Does the project increase or reduce the number of employees needed? How many positions would be affected? Are the positions full-time, part-time, contractual, grant-funded, enterprise funded? What is the projected cost (savings) of the employees? Are there benefit costs for additional full-time or part-time employees? Benefit cost should be calculated by using the full time 46.39% or for part time 21.43%.**

Unless the complex was contracted out and maintained by a private entity, there would be an increase in manpower needs. Additional season part-time staff members, full-time maintenance and a full-time special event coordinator would be needed.

#### **Utility costs.**

**Does the project increase or reduce utility costs? Utilities may include electricity, oil, gas, telephone, water or sewer costs.**

Utility cost, specifically electricity and water and sewer will increase as a result of irrigation, restroom facilities, concessions and equipment storage.

#### **Maintenance costs.**

**Does the project increase or reduce internal maintenance costs or maintenance agreements with outside vendors? Some costs to consider are custodial services, ball field maintenance, road maintenance and general preventative maintenance.**

Sports field maintenance cost will increase, as will the cost associate with restroom and concession operations and upkeep.

#### **Insurance costs.**

**Does the project increase insurance costs? You should consider liability, property and vehicle insurance. Additional risk insurance should be calculated using the building or addition cost times \$0.002.**

Yes.

#### **Telecommunications.**

**Consider the potential need of telephones, copiers, and computers and hardware. List them below.**

WiFi would be needed at the facility.

#### **Furniture, equipment or capital outlay.**

**Does the project increase or reduce the need for furniture and equipment or other capital outlay items? Is the increase or savings on-going or one-time?**

**Project: Stephen Decatur Middle School Addition**

Dept Head, Title & Phone #: Vince Tolbert, Chief Financial Officer Board of Ed, 410 632-5063

Project Summary: Addition to Stephen Decatur Middle School

Purpose: Provide additional classrooms to alleviate overcrowding and eliminate nine portable classrooms.

Location: 9815 Seahawk Road, Berlin, MD. 21811

Impacts on General Fund Operating, Personnel or Maintenance:

	FY 23	FY 24	FY 25	FY 26	FY 27	Prior Allocation (FY20-21-22)	Balance to Complete	Total Project Cost
Engineering/Design	65,769					544,231		610,000
Land Acquisition								0
Site Work	492,887					492,887		985,774
Construction	4,825,600					6,007,486		10,833,086
Equipment/Furnishings	489,630					1,047,749		1,537,379
Other (Construction Manager)	647,222					638,778		1,286,000
<b>EXPENDITURES</b>								

<b>TOTAL</b>	<b>6,521,108</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,731,131</b>	<b>0</b>	<b>15,252,239</b>
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match						4,814,000		4,814,000
State Loan								0
Assigned Funds						414,055		414,055
Private Donation								0
Enterprise Bonds								0
General Bonds	6,521,108					3,503,076		10,024,184
								0
								0

<b>TOTAL</b>	<b>6,521,108</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,731,131</b>	<b>0</b>	<b>15,252,239</b>
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **Project: Stephen Decatur Middle School Addition**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?**

Stephen Decatur Middle School was constructed in 1997. During design of the new school, building systems were provided to allow for a 12-15 classroom addition in anticipation of future population growth in the north end of the county. SDMS currently utilizes nine portable classrooms for instruction. Projected SDMS enrollment projections indicate continued growth to 730 students. The design process has developed a 25,000 square foot addition.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

Completion of the addition project will provide current and future students and faculty the facilities necessary for high-quality instruction for the SDMS student population and will allow removal of the aging portable classrooms at the SDMS site.

### **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

Construction bids for the project were received in June 2021. Bids were approved by the Worcester County Board of Education in September 2021 and by the Worcester County Commissioners on October 5, 2021.

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

The approval of funding for the Stephen Decatur Middle School Addition project determines the start of the Snow Hill Middle/Cedar Chapel Special School roof replacement project. The State of Maryland Interagency Commission on School Construction approved \$4,814,000 state funding for the SDMS Addition project in the FY 2022 Capital Improvement Program.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

Enrollment projections through 2028 indicate that the SDMS student population will grow from a total of enrollment of 686 students to 730 students in 2027. These students will be enrolled in a school with a local-rated capacity of 638 students and a school at which nine portable classrooms are currently being utilized for additional instructional space.

**Project: Snow Hill Middle/Cedar Chapel Special School - Roof Replacement**

Dept Head, Title & Phone #: Vince Tolbert, Chief Financial Officer Board of Ed, 410 632-5063

Project Summary: Replace Roof - Snow Hill Middle School / Cedar Chapel Special School

Purpose: Demolish existing and install 107,175 square feet of new roof.

Location: 522/510 Coulbourne Lane, Snow Hill, MD, 21863

Impacts on General Fund Operating, Personnel or Maintenance: Ongoing maintenance has escalated over the past few years as the existing roofs continue to deteriorate and the Maintenance Department must address alligating, blistering, exposed felt and expansion joint and counter flashing concerns.

	FY 23	FY 24	FY 25	FY 26	FY 27	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	103,000							103,000
Land Acquisition								0
Site Work								0
Construction		3,826,000						3,826,000
Equipment/Furnishings								0
Other								0
<b>EXPENDITURES</b>								

<b>TOTAL</b>	<b>103,000</b>	<b>3,826,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,929,000</b>
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match		1,822,000						1,822,000
State Loan								0
Assigned Funds	103,000							103,000
Private Donation								0
Enterprise Bonds								0
General Bonds		2,004,000						2,004,000
								0
								0

<b>TOTAL</b>	<b>103,000</b>	<b>3,826,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,929,000</b>
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<b>PROJECTED OPERATING IMPACTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>
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## **Project: Snow Hill Middle/Cedar Chapel Special School - Roof Replacement**

Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?**

Ongoing roof inspections by an independent roofing contractor have resulted in prioritization of the replacement of the Snow Hill Middle School and Cedar Chapel Special School roofs. The deteriorating condition of the roofs has also been documented by the State of Maryland Public School Construction Program (PSCP) inspectors.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

Completion of the roof replacement project will provide current and future students and staff with a sound roof structure and will eliminate roof leaks encountered at the school.

### **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

Current working construction and project cost estimates were developed based upon bids received from roof contractors for the Pocomoke Middle School Roof Replacement project (bid in December 2020) and through discussion with roof manufacturer regarding current and projected roof replacement square foot costs. There are no concerns with the estimate.

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

The Snow Hill Middle/Cedar Chapel Special School roof replacement project request timing is consistent with previous Board of Education and County Capital Improvement Programs. Funding approval for this project will determine the start of the following major construction project, a roof replacement project at Pocomoke Elementary School.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

As stated above, the Snow Hill Middle School and Cedar Chapel Special School roofs continues to deteriorate over time. The project is the second in a series of three major roof replacement projects (PMS, SHMS/CCSS and PES).

**Project: Buckingham Elementary Replacement School**

Dept Head, Title & Phone #: Vince Tolbert, Chief Financial Officer, Board of Education, 410 632-5063

**Project Summary:** Buckingham Elementary Replacement School

**Purpose:** Demolish existing school and construct replacement school. A Feasibility Study will be executed in summer/fall 2022 to investigate construction options including renovation/addition or replacement school.

**Location:** 100 Buckingham Road, Berlin, Md. 21811

**Impacts on General Fund Operating, Personnel or Maintenance:** The Buckingham Elementary Replacement School will provide more square footage than the existing 49,000 square feet school. However, with energy efficiency elements included in the future design of the replacement school and new building systems requiring minimum maintenance costs, the impact on general funds is not expected to rise significantly.

	FY 23	FY 24	FY 25	FY 26	FY 27	Prior Allocation	Balance to Complete (FY28 - 29)	Total Project Cost
Engineering/Design	380,373	1,224,523	1,457,969	163,754	300,330	0	398,695	3,925,644
Land Acquisition								0
Site Work								0
Construction					20,217,068	0	33,695,113	53,912,181
Equipment/Furnishings				19,600	1,013,380	0	2,722,007	3,754,987
Other (Construction Manager)				520,597	1,709,850	0	2,742,036	4,972,483

**EXPENDITURES**

<b>TOTAL</b>	<b>380,373</b>	<b>1,224,523</b>	<b>1,457,969</b>	<b>703,951</b>	<b>23,240,628</b>	<b>0</b>	<b>39,557,851</b>	<b>66,565,295</b>
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**SOURCES OF FUNDS**

General Fund								0
User Fees								0
Grant Funds								0
State Match					5,573,000		5,573,000	11,146,000
State Loan								0
Assigned Funds	380,373							380,373
Private Donation								0
Enterprise Bonds								0
General Bonds		1,224,523	1,457,969	703,951	17,667,628		33,984,851	55,038,922
								0
								0

<b>TOTAL</b>	<b>380,373</b>	<b>1,224,523</b>	<b>1,457,969</b>	<b>703,951</b>	<b>23,240,628</b>	<b>0</b>	<b>39,557,851</b>	<b>66,565,295</b>
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **Project: Buckingham Elementary Replacement School**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?**

The Buckingham Elementary School project will begin with a Feasibility Study, scheduled for summer/fall 2022. The Study will provide a comprehensive evaluation of the existing school, providing data on the schools' condition, systems and instructional deficiencies. The Study will also provide the architectural/engineering recommendation regarding renovation and addition to the existing school or construction of a replacement school. This project is tentatively being titled "Replacement School".

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

Completion of the construction project will provide current and future students, faculty and Buckingham Elementary parents and community with a complete upgrade to the existing 43-year-old facility.

### **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

Preliminary, pre-design cost estimate was developed by the BOE Facilities Department through school construction cost estimating worksheet developed and updated through execution of six major school construction projects, including the Showell Elementary Replacement School project, over the past twenty years. There are no concerns with the conceptual estimate.

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

The Buckingham Elementary School project request timing is consistent with previous Board of Education and County Capital Improvement Programs.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

Buckingham Elementary is a 43-year-old facility with aging structural/mechanical/electrical systems and five portable classrooms utilized for instructional space. Maintenance and repair costs will only increase as the building systems continue to age.

**Project: Pocomoke Elementary School - Roof Replacement**

Dept Head, Title & Phone #: Vince Tolbert, Chief Financial Officer Board of Ed, 410 632-5063

Project Summary: Replace Roof - Pocomoke Elementary School

Purpose: Demolish existing roof and install 52,512 square feet of new roof.

Location: 2119 Pocomoke Beltway, Pocomoke, MD. 21863

Impacts on General Fund Operating, Personnel or Maintenance: Ongoing maintenance has escalated over the past few years as the existing roof continues to deteriorate and the Maintenance Department must address alligating, blistering, exposed felt and expansion joint and counter flashing concerns.

	FY 23	FY 24	FY 25	FY 26	FY 27	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design			107,000					107,000
Land Acquisition								0
Site Work								0
Construction				1,933,000				1,933,000
Equipment/Furnishings								0
Other								0
<b>EXPENDITURES</b>								

<b>TOTAL</b>	0	0	107,000	1,933,000	0	0	0	2,040,000
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match				921,000				921,000
State Loan								0
Assigned Funds			107,000					107,000
Private Donation								0
Enterprise Bonds								0
General Bonds				1,012,000				1,012,000
								0
								0

<b>TOTAL</b>	0	0	107,000	1,933,000	0	0	0	2,040,000
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **Project: Pocomoke Elementary School - Roof Replacement**

Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?**

Ongoing roof inspections by an independent roofing contractor have resulted in prioritization of the replacement of the Pocomoke Elementary School roof. The deteriorating condition of the roof has also been documented by the State of Maryland Public School Construction Program (PSCP) inspectors.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

Completion of the roof replacement project will provide current and future students and staff with a sound roof structure and will eliminate roof leaks encountered at the school.

### **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

Current working construction and project cost estimates were developed based upon bids received from roof contractors for the Pocomoke Middle School Roof Replacement (bid in December 2020) and through discussion with roof manufacturer regarding current and projected roof replacement square foot costs. There are no concerns with the estimate.

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

The Pocomoke Elementary School roof replacement project request timing is consistent with previous Board of Education and County Capital Improvement Programs. Funding approval for this project will determine the start of the following major construction project, a renovation or replacement school at Buckingham Elementary.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

As stated above, the Pocomoke Elementary School roof continues to deteriorate over time. The project is the third in a series of three major roof replacement projects (PMS, SHMS/CCSS and PES).

**Project: Snow Hill Elementary Replacement School**

**Dept Head, Title & Phone #:** Vince Tolbert, Chief Financial Officer, Board of Education, 410 632-5063

**Project Summary:** Snow Hill Elementary Replacement School

**Purpose:**

Demolish existing school and construct replacement school. A Feasibility Study will be executed in summer/fall 2025 to investigate construction options including renovation/addition or replacement school.

**Location:** 515 Coulbourne Lane, Snow Hill, MD, 21863

**Impacts on General Fund Operating, Personnel or Maintenance:**

The Snow Hill Elementary Replacement School will provide more square footage than the existing 40,500 square foot school. However, with energy efficiency elements included in the future design of the replacement school and new building systems requiring minimum maintenance costs, the impact on general funds is not expected to rise significantly.

	FY 23	FY 24	FY 25	FY 26	FY 27	Prior Allocation	Balance to Complete (FY 28-32)	Total Project Cost
Engineering/Design				337,244	970,996	0	1,866,123	3,174,363
Land Acquisition								0
Site Work								0
Construction						0	43,525,919	43,525,919
Equipment/Furnishings						0	3,207,676	3,207,676
Other (Construction Manager)						0	4,014,526	4,014,526

**EXPENDITURES**

<b>TOTAL</b>	0	0	0	337,244	970,996	0	52,614,244	53,922,484
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**SOURCES OF FUNDS**

General Fund				337,244	970,996	0	1,755,752	3,063,992
User Fees								0
Grant Funds								0
State Match							12,537,000	12,537,000
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds							38,321,492	38,321,492
								0
								0

<b>TOTAL</b>	0	0	0	337,244	970,996	0	52,614,244	53,922,484
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **Project: Snow Hill Elementary Replacement School**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?**

The Snow Hill Elementary School project will begin with a Feasibility Study, scheduled for summer/fall 2025. The Study will provide a comprehensive evaluation of the existing school, providing data on the schools' condition, systems and instructional deficiencies. The Study will also provide the architectural/engineering recommendation regarding renovation and addition to the existing school or construction of a replacement school. This project is tentatively being titled "Replacement School".

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

Completion of the construction project will provide current and future students, faculty and Snow Hill Elementary parents and community with a complete upgrade to the existing 42-year-old facility.

### **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

Preliminary, pre-design cost estimate was developed by the BOE Facilities Department through school construction cost estimating worksheet developed and updated through execution of six major school construction projects, including the Showell Elementary Replacement School project, over the past twenty years. There are no concerns with the conceptual estimate.

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

The Snow Hill Elementary School project request timing is consistent with previous Board of Education and County Capital Improvement Programs.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

Snow Hill Elementary is a 42-year-old facility with aging structural/mechanical/electrical systems and five portable classrooms utilized for instructional space. Maintenance and repair costs will only increase as the building systems continue to age.

**Project: Wor-Wic Applied Technology Building**

**Dept Head, Title & Phone #:**

Jennifer Sandt, Wor-Wic Community College, Vice President for Administrative Services, 410-334-2911

**Project Summary:**

Construct a new applied technology building and roadway/parking infrastructure.

**Purpose:**

Wor-Wic is proposing to build a new 40,000 S.F. building, reconfigure internal circulatory roads and the campus' main entrance, expand the campus' existing utility services, and expand the existing Brunkhorst Hall parking lot.

The purpose of this building is to assist the college with meeting its strategic goals to strengthen the alignment of programs and courses with local employer needs and expand facilities to address student and institutional needs. The roadway and parking lot enhancements are necessary to improve the flow of traffic and improve pedestrian safety.

**Location:**

Wor-Wic Community College, 32000 Campus Drive, Salisbury, MD 21804

**Impacts on General Fund Operating, Personnel or Maintenance:**

	FY 23	FY 24	FY 25	FY 26	FY 27	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design						145,784		145,784
Land Acquisition								0
Site Work								0
Construction	191,672					2,196,188		2,387,860
Equipment/Furnishings	225,105							225,105
Other								0
<b>EXPENDITURES</b>								

<b>TOTAL</b>	<b>416,777</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,341,972</b>	<b>0</b>	<b>2,758,749</b>
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	416,777					2,341,972		2,758,749
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0

<b>TOTAL</b>	<b>416,777</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,341,972</b>	<b>0</b>	<b>2,758,749</b>
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<b>PROJECTED OPERATING IMPACTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>
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## **Project: Wor-Wic Applied Technology Building**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?**

Wor-Wic is committed to continuing its role as an economic driver for the Lower Eastern Shore. In order to retain and attract new industries and keep the local workforce competitive, the college must provide its constituents with state-of-the-art technical training facilities. According to the Georgetown Center on Education and the Workforce, by 2020, the US is expected to face a shortage of 5 million workers equipped with technical certificates and credentials.

In order to respond to the workforce needs of the community, Wor-Wic is planning to add associate degrees in industrial technology, supply chain management and alternative energy with career or industry certificates in the areas of electrical, heating, ventilation and air conditioning (HVAC), welding, plumbing, logistics, wind and solar within the next 5 years. Over the past few years, the college has increased its nursing, radiologic technology and emergency services programs, and expanded its program offerings to include occupational therapist assistant and physical therapy assistant programs. Allied health programs expanded again in FY 2020 with the approval of the computed tomography (CT) certificate. The college also plans to add magnetic resonance imaging (MRI) and medical coder certificates, and an associate degree in sleep technology by 2029.

The IT department moved into Shockley Hall in 2011. There were 11 employees housed within the IT department when they moved into the new building, and the suite was already too small to accommodate them. There are currently 16 employees housed within the suite. At present, the IT suite does not include a storage area to store or receive new equipment, and there is not any space to triage or troubleshoot computers and AV equipment, or stage new equipment.

The allied health department has outgrown its space on the third floor of Shockley Hall. There are faculty and staff doubling-up in offices and receptionist areas that have been converted into desk space for associates. In order to offer additional allied health programs and maintain the proper delivery of current academic offerings in allied health, we will need additional staffing and additional space for allied health offices.

The inadequacy of space will prevent the college from offering any new credit applied technology programs, and will prevent the current allied health programs from growing. The lack of facilities will also prohibit the college from expanding its non-credit courses in the skilled trades areas.

The growth of the campus has impacted/exaggerated our pedestrian and vehicular circulation issues. Prior to building Fulton-Owen Hall and Shockley Hall, the north-south campus drive between South Lots 1 and 2 extending north to the west side of the north lot was outside the academic core. At one point, the road was one-way to the north to allow vehicular traffic to exit under Brunkhorst Hall and Maner Technology Center to Walston Switch Road. However, the road was converted to two-way traffic to reduce the bottleneck of vehicles at peak times during the day by educating campus visitors to use the Shortbridge and Longridge Road exits. While converting the road to two-way traffic resolved a vehicular circulation issue, it created a pedestrian safety concern for individuals that have to cross the street to get to Fulton-Owen Hall and Shockley Hall, and it did not improve the safety of pedestrians crossing the street between Brunkhorst Hall and the Maner Technology Center. After the entrance road improvements are complete, the north-south campus drive between South Lots 1 and 2 extending north to the west side of the north lot will be replaced by a fire lane/pedestrian way, improving pedestrian safety while allowing access to service and emergency vehicles. Similarly, the exit road between Brunkhorst Hall and Maner Technology Center will be eliminated, also improving pedestrian safety and allowing traffic to exit the campus more directly to Walston Switch Road. These vehicular circulation improvements, which are included in the master plan, are the solutions for long-term improvement to campus pedestrian safety and traffic circulation.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

Citizens attend courses at Wor-Wic Community College

## **Project: Wor-Wic Applied Technology Building**

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### **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

The estimate for the building was provided by a construction management company in April 2019. The State pays for 75% of approved capital projects for Wor-Wic. Wicomico and Worcester Counties share the remaining 25% of the cost. Construction bids were due to Whiting-Turner in late June 2021, and the bids came in over budget. The college is requesting an additional \$2,000,753 in FY '23 from the State, \$475,245 from Wicomico County and \$191,672 from Worcester County to fund the construction overage. Unfortunately, the construction industry has experienced a sharp rise in the price of common construction materials due to labor shortages, supply chain disruptions and the hoarding of materials.

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

NA

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

The college will be in deficit of almost 97,734 square feet by 2027 per the MHEC 2018 NASF inventory report. In order to grow, we need more space. The lack of sufficient numbers of contemporary, flexible instructional and learning spaces has directly and indirectly curtailed the college's ability to fully develop the inherent potential of its credit and non-credit course offerings.

**Project: Wor-Wic Learning Commons Building**

**Dept Head, Title & Phone #:**

Jennifer Sandt, Wor-Wic Community College, Vice President for Administrative Services, 410-334-2911

**Project Summary:**

Construct a new 40,000 GSF Learning Commons building to the east of the Hazel Center, and in the location of a portion of our existing South I parking lot.

**Purpose:**

Wor-Wic is proposing to build a new building to assist the college with meeting its strategic goals to provide students with educational experiences and support services that help them achieve their goals through college completion and workforce preparation.

**Location:**

Wor-Wic Community College, 32000 Campus Drive, Salisbury, MD 21804

**Impacts on General Fund Operating, Personnel or Maintenance:**

NA

	FY 23	FY 24	FY 25	FY 26	FY 27	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design			150,885					150,885
Land Acquisition								0
Site Work								0
Construction				2,471,640				2,471,640
Equipment/Furnishings					107,775			107,775
Other								0
<b>EXPENDITURES</b>								

<b>TOTAL</b>	0	0	150,885	2,471,640	107,775	0	0	2,730,300
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds			150,885					150,885
Private Donation								0
Enterprise Bonds								0
General Bonds				2,471,640	107,775			2,579,415
								0
								0

<b>TOTAL</b>	0	0	150,885	2,471,640	107,775	0	0	2,730,300
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **Project: Wor-Wic Learning Commons Building**

Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?**

The college proposes to build a 40,000 GSF learning commons on the college campus. The learning commons will be located to the east of the Hazel Center, and in the location of a portion of our existing South 1 parking lot.

This building is a major shift for the College, proposing to consolidate library services to more of a hub strategy. It is envisioned as a true learning center serving to supplement the learning experience of classrooms and labs, and encouraging group study and collaboration. The new building would include a resource center and office space for library services staff, centralizing the existing resource centers by relocating the largest center on campus from Brunkhorst Hall and eliminating the smaller centers in other buildings. Tutoring services, TRIO support services (laboratory and office space), Veterans services (laboratory, lounge and offices), the testing center, mathematics laboratory, reading and writing center service, and offices for student services staff whose job responsibilities include student development and success will relocate from Brunkhorst Hall to this proposed building. Moving functions from Brunkhorst allows the students to interact with students from other majors, frees up space in Brunkhorst Hall on the 2nd and 3rd floors to create additional faculty offices, converts some spaces back to laboratories and classrooms, and relocates some of the business office functions, HR, marketing and development from the Brunkhorst Hall first floor to enlarge and create a "one stop" student services admissions/registration office in that first floor space. The counseling and disability services office suite with an assistive technology lab/testing site will move from the first floor of the Maner Technology Center, and a computer laboratory will move from Fulton-Owen Hall. The proposed new building will also include large study spaces and group study rooms.

Additional parking will need to be considered before the start of, or as part of the learning commons project since the building will reside on part of our existing South 1 parking lot.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

Citizens attend courses at Wor-Wic Community College

### **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

The estimate for the building was provided by a construction management company in April 2019 and is based on the estimate provided to build the applied technology building. The State pays for 75% of approved capital projects for Wor-Wic. Wicomico and Worcester Counties share the remaining 25% of the cost.

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

NA

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

The college will be in deficit of almost 97,734 square feet by 2027 per the MHEC 2018 NASF inventory report. Classrooms and labs in existing buildings have been converted to resource centers, tutoring rooms, the advising center, TRIO support services, Veterans services, etc. over the years. This new building will enable the college to centralize student support services and convert existing space back to classrooms and labs, and create additional employee offices.



Worcester County Administration

One West Market St. Room 1103 | Snow Hill MD 21863 | (410) 632-1194 | [www.co.worcester.md.us](http://www.co.worcester.md.us)

TO: Worcester County Commissioners

FROM: Weston Young, Chief Administrative Officer  
Candace Savage, Budget Officer *CS*

DATE: October 26, 2021

RE: Assignment of FY2021 Fund Balance

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The annual audit performed by TGM Group LLC is currently underway. In order to finalize the financial statements, the use and assignment of fund balance must be determined, although minor adjustments could still be made. Our proposed designations are outlined on page 2 & 3 for review and approval. The definition of assigned fund balance are amounts that are designated by the Commissioners with *intent* to be used for a specific purpose, but are neither restricted nor committed unless done so by ordinance or resolution.

The County was fortunate to end FY21 with a surplus of \$16.1M in a year which began with tremendous uncertainty and vast unknowns because of the pandemic. It is important to point out that the surplus is primarily attributable to a strong labor market and the related income tax revenues as well as a better than expected Transfer and Recordation Tax revenues related to a robust real estate market. Taking the unusual nature of this surplus under consideration staff feels strongly that this represents an opportunity to invest in the future and our long-term financial stability.

Within the proposed designations are funds to increase the Reserve Fund from its current level of 10% to 12%. This represents a one-time \$4.5M increase that will allow us to maintain our position with our peer rated counties in our sector as noted in the attached Moody's Annual Comment report. The Reserve Fund is to be used for contingency and emergency situations as determined by the County Commissioners. The Reserve Fund was last increased in 2004 when it was increased from 7% to 10%.

We will be available for any questions you may have.

**Assigned fund balance:**

Bank Street property waterline, restroom improvements (FY22)	50,000
Belt Street building improvement	58,168
Board of Education admin building (carpet/furniture FY21)	41,034
Board of Education bus contractor contract review	500,000
Board of Education PMS evening Program	50,000
Board of Education PMS roof design/replacement	1,449,829
Board of Education Building automation upgrades (PMS, SDMS)	16,400
Board of Education HVAC replacements (PMS, SHMS, CCSS)	178,469
Board of Education SDMS design fees (FY21)	200,000
Board of Education SHMS/CCSS roof replacement (FY22)	103,000
Board of Education underground storage unit (FY22)	84,000
Board of Education Pocomoke Middle fire alarm (FY22)	139,800
Board of Education Snow Hill Middle fire alarm (FY22)	156,000
Broadband Project (fiber, fiber cabinet)	1,000,000
Building HVAC automation system controls (various buildings)	350,000
County building repairs and improvements	425,000
Courthouse roof replacement	500,000
Courthouse (Carpet/Flooring)	99,943
Emergency services tower shelter a/c units + UPS Units (FY19)	120,000
Encumbrances (FY21 unspent funds to be spent FY22)	3,199,401
Financial Tax software/Docuware/Servers	66,089
Fire Alarm System upgrades	120,000
Fire Tower Building (FY20)	50,000
Fire Training Center upgrades/expansion	100,000
Government Center (ventilation & building repairs)	500,000
Government Center/911 Center (HVAC upgrade/backup system)	352,117
Harris Radio Project	366,940
Isle of Wight building (HVAC improvements)	200,000
Jail building improvements and repairs (cip)	542,822
Jail UPS and kitchen oven/cooktop (FY21)	44,000
Nextgen 911 (FY20)	200,000
North End Public Works building	450,000
Ocean city Inlet dredging project (FY19-FY20)	601,034
Ocean Pines Library (FY21 heating control upgrade)	80,000
Other Post Employment Benefit transfer (FY21 reconciliation)	2,500,000
Outdoor Sports Field Complex	600,000
Parking lot improvements	339,634
Parking lot upgrades/resurfacing (annually to complete)	200,000
Pearl Street building repairs (Tourism/Econ Dev Building)	950,000
Pocomoke Health Dept Building upgrades	500,000
Pocomoke Library building improvements	500,000
Prior year surplus (FY22 vehicles, EMS funding, operating exp)	4,325,935
Public Safety CAD system server (FY21)	43,857

# ITEM 12

Public Safety logistical storage engineering/design (FY22)	200,000
Public Works building expansion (FY22)	150,000
Public Works generator (FY22)	200,000
Recreation Center building (HVAC improvement)	400,000
Recycling and Home Owner Convenience Center repairs/upgrades	300,000
Reserve Fund transfer FY22 (July 2021 completed)	1,300,000
Reserve Fund increase	4,500,000
Roads Department paving projects (FY22 paving)	920,000
Siren Study (FY22)	50,000
Snow Hill Senior Center (HVAC + Roof)	150,000
Snow Hill transmitter building (replacement)	400,000
Snow Hill warehouse	250,000
Strategic Plan - Dude solutions building Mgmt. maintenace	100,000
States Attorney Building improvements	15,000
Tropospheric Ducting Engineering project	100,000
Maryland DHCD - Community Legacy Program grant match	10,000
West Ocean City commercial harbor bulkhead (FY22)	1,500,000
Wor-Wic Applied Technology Building (cip)	2,612,965

<b>Total:</b>	<b>35,511,437</b>
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## ISSUER COMMENT

1 July 2021

### RATING

#### General Obligation (or GO Related) <sup>1</sup>

Aa2 No Outlook

### Contacts

Gregory W. Lipitz +1.212.553.7782  
 VP-Sr Credit Officer/Manager  
 gregory.lipitz@moodys.com

### CLIENT SERVICES

Americas	1-212-553-1653
Asia Pacific	852-3551-3077
Japan	81-3-5408-4100
EMEA	44-20-7772-5454

## Worcester County, MD

### Annual Comment on Worcester County

#### Issuer Profile

Worcester County is located in the southeastern corner of Maryland, its entire eastern border bounded by the Atlantic Ocean. Snow Hill, the county seat, is approximately 100 miles southeast of Washington, DC. The county has a population of 51,765 and a moderate population density of 109 people per square mile. The county's median family income is \$80,162 (1st quartile) and the April 2021 unemployment rate was 8.1% (4th quartile) <sup>2</sup>. The largest industry sectors that drive the local economy are accommodation/food services, retail trade, and real estate.

#### Credit Overview

Worcester County has a very good credit position. Its Aa2 rating is equal to the US counties median of Aa2. Notable credit factors include a solid financial position, an extensive tax base and a healthy wealth and income profile. It also reflects low debt and pension liabilities.

**Finances:** The financial position of the county is healthy. The cash balance as a percent of operating revenues (26%) is under the US median. However, it increased modestly from 2016 to 2020. Furthermore, the fund balance as a percent of operating revenues (26.6%) is below the US median but has remained stable.

**Economy and Tax Base:** Overall, Worcester County has an exceptionally strong economy and tax base, which are relatively favorable when compared to its Aa2 rating position. The full value per capita (\$316,225) is materially above the US median, and rose between 2016 and 2020. Also, the total full value (\$16.4 billion) exceeds other Moody's-rated counties nationwide. Finally, the median family income equates to 103.8% of the US level.

**Debt and Pensions:** The debt and pension liabilities of the county are small overall and are slightly favorable in relation to the assigned rating of Aa2. The net direct debt to full value (0.7%) is roughly equivalent to the US median, and was flat from 2016 to 2020. Additionally, the Moody's-adjusted net pension liability to operating revenues (0.42x) favorably is materially below the US median.

**Management and Governance:** Maryland counties have an institutional framework score <sup>3</sup> of "Aa," which is strong. Property and income taxes, the counties major revenue sources, tend to be stable and predictable. Counties have a high ability to raise revenues given there is no statewide cap on property taxes, however, several counties have locally imposed property tax caps and the income tax rate is capped at 3.2%. Operating expenditures tend to be highly stable and predictable with minor fluctuations under 5% annually.

## Sector Trends - Maryland Counties

Although reserve levels are generally below national medians, Maryland counties will continue to benefit from strong management practices and diverse revenue streams. Due to a three-year assessment cycle, many counties are seeing tax base growth through fiscal 2018 and 2019. The state's top industries of government, education and health services, and professional and business services are growing at a moderate rate, which will lead to tax base growth. Debt burdens tend to be above national medians, because counties issue debt on behalf of school district and utility systems. Debt service payments are generally manageable, because the portion of debt allocated to utilities is often self-supporting. Despite the state mandating that counties assume "normal costs" for teachers' pensions, overall pension liabilities tend to be manageable. The majority of counties fund OPEB beyond the pay-go requirement.

EXHIBIT 1

### Key Indicators <sup>4 5</sup> Worcester County

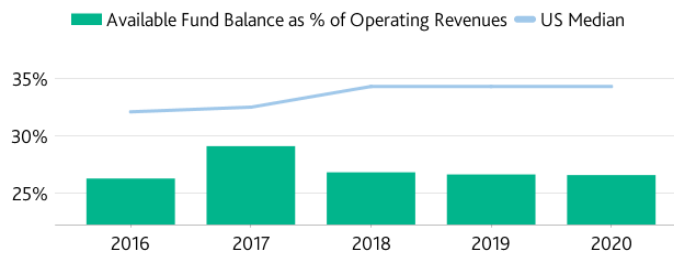
	2016	2017	2018	2019	2020	US Median	Credit Trend
<b>Economy / Tax Base</b>							
Total Full Value	\$14,885M	\$15,193M	\$15,561M	\$15,923M	\$16,369M	\$8,266M	Improved
Full Value Per Capita	\$289,373	\$294,690	\$301,794	\$307,610	\$316,225	\$88,050	Improved
Median Family Income (% of US Median)	101%	101%	105%	104%	104%	93%	Stable
<b>Finances</b>							
Available Fund Balance as % of Operating Revenues	26.3%	29.1%	26.8%	26.7%	26.6%	34.3%	Stable
Net Cash Balance as % of Operating Revenues	22.7%	24.7%	24.2%	25.0%	26.0%	39.5%	Stable
<b>Debt / Pensions</b>							
Net Direct Debt / Full Value	0.8%	0.7%	0.6%	0.8%	0.7%	0.5%	Stable
Net Direct Debt / Operating Revenues	0.60x	0.52x	0.48x	0.65x	0.58x	0.56x	Stable
Moody's-adjusted Net Pension Liability (3-yr average) to Full Value	0.5%	0.5%	0.6%	0.5%	0.5%	1.2%	Stable
Moody's-adjusted Net Pension Liability (3-yr average) to Operating Revenues	0.39x	0.40x	0.43x	0.44x	0.42x	1.39x	Stable
	2016	2017	2018	2019	2020	US Median	
<b>Debt and Financial Data</b>							
Population	51,441	51,559	51,564	51,765	51,765	N/A	
Available Fund Balance (\$000s)	\$49,848	\$57,795	\$53,906	\$51,797	\$55,049	\$26,112	
Net Cash Balance (\$000s)	\$42,941	\$48,927	\$48,585	\$48,586	\$53,807	\$30,464	
Operating Revenues (\$000s)	\$189,490	\$198,486	\$200,798	\$194,296	\$206,920	\$72,972	
Net Direct Debt (\$000s)	\$113,785	\$104,001	\$95,945	\$126,204	\$119,130	\$40,647	
Moody's Adjusted Net Pension Liability (3-yr average) (\$000s)	\$74,470	\$80,255	\$86,575	\$86,006	\$85,958	\$97,433	

Source: Moody's Investors Service

This publication does not announce a credit rating action. For any credit ratings referenced in this publication, please see the ratings tab on the issuer/entity page on [www.moody's.com](http://www.moody's.com) for the most updated credit rating action information and rating history.

## EXHIBIT 2

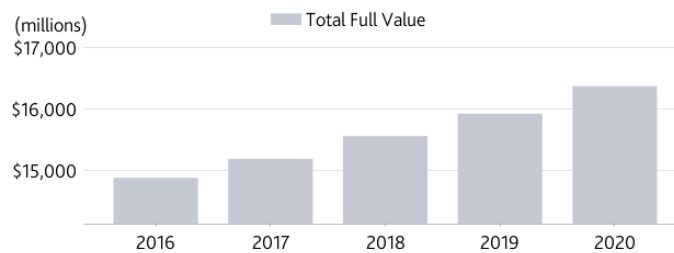
## Available fund balance as a percent of operating revenues increased from 2016 to 2020



Source: Issuer financial statements; Moody's Investors Service

## EXHIBIT 3

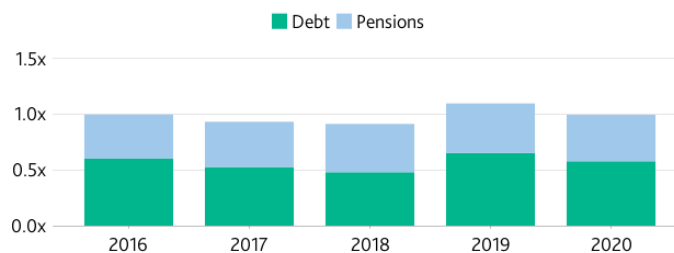
## Full value of the property tax base increased from 2016 to 2020



Source: Issuer financial statements; Government data sources; Offering statements; Moody's Investors Service

## EXHIBIT 4

## Moody's-adjusted net pension liability to operating revenues increased from 2016 to 2020



Source: Issuer financial statements; Government data sources; Offering statements; Moody's Investors Service

## Endnotes

- The rating referenced in this report is the issuer's General Obligation (GO) rating or its highest public rating that is GO-related. A GO bond is generally backed by the full faith and credit pledge and total taxing power of the issuer. GO-related securities include general obligation limited tax, annual appropriation, lease revenue, non-ad valorem, and moral obligation debt. The referenced ratings reflect the government's underlying credit quality without regard to state guarantees, enhancement programs or bond insurance.
  - The demographic data presented, including population, population density, per capita personal income and unemployment rate are derived from the most recently available US government databases. Population, population density and per capita personal income come from the American Community Survey while the unemployment rate comes from the Bureau of Labor Statistics.
- The largest industry sectors are derived from the Bureau of Economic Analysis. Moody's allocated the per capita personal income data and unemployment data for all counties in the US census into quartiles. The quartiles are ordered from strongest-to-weakest from a credit perspective: the highest per capita personal income quartile is first quartile, and the lowest unemployment rate is first quartile.
- The institutional framework score assesses a municipality's legal ability to match revenues with expenditures based on its constitutionally and legislatively conferred powers and responsibilities. See [US Local Government General Obligation Debt \(July 2020\)](#) methodology report for more details.
  - For definitions of the metrics in the Key Indicators Table, [US Local Government General Obligation Methodology and Scorecard User Guide \(July 2014\)](#). Metrics represented as N/A indicate the data were not available at the time of publication.
  - The medians come from our most recently published local government medians report, [Medians - Tax base expansion bolsters revenue, but pensions remain a hurdle \(May 2020\)](#), which is available on [Moody's.com](#). The medians presented here are based on the key metrics outlined in Moody's GO methodology and the associated scorecard.

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**RESOLUTION NO. 21-\_\_**

**Resolution Amending Policy on Reserve Fund**

**Recitals:**

- A. The County Commissioners of Worcester County has established a Reserve Fund for contingency and emergency situations as determined by the County Commissioners;
- B. From time to time, the County Commissioners amend polices related to the Reserve Fund; and
- C. Based on recommendations from bond rating agencies and industry practices, the County Commissioners have decided to amend its policy to raise the Reserve Fund.

**Now, Therefore, Be It Resolved** by the County Commissioners of Worcester County, Maryland that the policies on the County's Reserve Fud are amended as follows:

- 1. The Reserve Fund Balance must be maintained at a minimum level equal to 12% of the budgeted General Fund expenditures.
- 2. If the Reserve Fund is drawn below 12% of the budgeted General Fund expenditures, the fund should be replenished from revenues in the General Fund within two years to a level of 12% of the budgeted General Fund expenditures.
- 3. The existence of emergency or contingency conditions for use of the funds is determined by the County Commissioners.

**And Be It Further Resolved** that this Resolution shall be effective immediately upon its passage.

**Passed and Adopted** this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

Assigned fund balance:	Updated FY21 Proposed Assigned Funds	FY20 Assigned Funds	Variance / Distribution of Surplus
Animal Control building (new roof)		50,000	(50,000)
Bank Street property waterline, restroom improvements (FY22)	50,000		50,000
Bayside Road bridge		1,362,805	(1,362,805)
Belt Street building improvement	58,168	58,168	-
Berlin Health Department storage and parking lot		220,000	(220,000)
Berlin Library project		12,000	(12,000)
Board of Education admin building (carpet/furniture)	41,034	150,000	(108,966)
Board of Education admin building (windows/renovations)	300,000		300,000
Board of Education admin building (paving)	50,000		50,000
Board of Education bleachers (SDHS)	100,000		100,000
Board of Education bus contractor contract review	500,000		500,000
Board of Education carpet (SDHS, PES)	70,000		70,000
Board of Education energy recovery unit repairs (PHS)	175,000		175,000
Board of Education maintenance (boom lift, custodian equipment)	110,000		110,000
Board of Education maintenance vans	50,000		50,000
Board of Education playground upgrades	300,000		300,000
Board of Education PMS evening Program	50,000	50,000	-
Board of Education PMS roof design/replacement	1,449,829	1,413,359	36,470
Board of Education Building automation upgrades (PMS, SDMS)	-	16,400	(16,400)
Board of Education HVAC replacements (PMS, SHMS, CCSS)	-	430,757	(430,757)
Board of Education roof repairs (BIS, SDHS, WT)	175,000		175,000
Board of Education stadium fence (SDHS)	250,000		250,000
Board of Education SDMS design fees (FY21)	200,000	283,000	(83,000)
Board of Education SDMS partition wall	85,000		85,000
Board of Education school security		8,716	(8,716)
Board of Education SHMS/CCSS roof replacement (FY23)	-		-
Board of Education track repairs (PHS, SDHS)	270,000		270,000
Board of Education underground storage unit (FY22)	84,000	82,000	2,000
Board of Education Pocomoke Middle fire alarm (FY22)	139,800	139,800	-
Board of Education SHHS windscreen	25,000		25,000
Board of Education Snow Hill Middle fire alarm (FY22)	156,000	156,000	-
Broadband Project (fiber, fiber cabinet)	1,000,000	200,000	800,000
Building HVAC automation system controls (various buildings)	200,000	200,000	-
County building repairs and improvements	425,000	425,000	-
Courthouse roof replacement	500,000		500,000
Courthouse (Carpet/Flooring)	99,943	99,943	-
Emergency services tower shelter a/c units + UPS Units (FY19)	120,000	120,000	-
Encumbrances (FY21 unspent funds to be spent FY22)	3,199,401	3,042,998	156,403
Financial Tax software/Docuware/Servers	66,089	66,089	-
Fire Alarm System upgrades	120,000		120,000
Fire Tower Building (FY20)	50,000	50,000	-
Fire Training Center upgrades/expansion	100,000	100,000	-
Food Assistance Program - BOE/nonprofits		100,000	(100,000)
Government Center (ventilation & building repairs)	500,000	500,000	-
Government Center/911 Center (HVAC upgrade/backup system)	352,117	352,117	-
Harris Radio Project	366,940	366,940	-
Isle of Wight building (HVAC improvements)	200,000	200,000	-
Jail building improvements and repairs (cip)	542,822	1,000,000	(457,178)
Jail UPS and kitchen oven/cooktop (FY21)	44,000	44,000	-
Library security camera upgrade		15,000	(15,000)

Nextgen 911 (FY20)	200,000	200,000	-
North End Public Works building	450,000	100,000	350,000
Ocean city Inlet dredging project (FY19-FY20)	601,034	500,000	101,034
Ocean Pines Library (FY21 heating control upgrade)	80,000	50,000	30,000
Other Post Employment Benefit transfer (FY21 reconciliation)	2,100,000		2,100,000
Outdoor Sports Field Complex	600,000	400,000	200,000
Parking lot improvements	339,634	339,634	-
Parking lot upgrades/resurfacing (annually to complete)	200,000	200,000	-
Parks & Rec mower/utility cart/aerifier/turbine blower		37,050	(37,050)
Pearl Street building repairs (Tourism/Econ Dev Building)	-	240,500	(240,500)
Pocomoke Health Dept Building upgrades	500,000	500,000	-
Pocomoke Library building improvements	500,000	500,000	-
Prior year surplus (FY22 vehicles, EMS funding, operating exp)	4,325,935		4,325,935
Public Landing marina		190,000	(190,000)
Public Safety CAD system server (FY21)	43,857	235,000	(191,143)
Public Safety logistical storage engineering/design (FY22)	200,000		200,000
Public Works building expansion (FY22)	150,000	50,000	100,000
Public Works generator (FY22)	200,000		200,000
Public Works parking lot paving/storage/flooring		44,412	(44,412)
Public Works Snow Hill convenience center bulkhead		20,000	(20,000)
Recreation Center building (HVAC improvement)	300,000	300,000	-
Recycling and HOCC repairs/upgrades (previously Bishopville)	300,000	300,000	-
Reserve Fund transfer FY22 (July 2021 completed)	1,300,000	1,000,000	300,000
Reserve Fund increase	4,500,000		4,500,000
Roads Department mobile vehicle lift/shop doors		152,155	(152,155)
Roads Department paving projects (FY22 paving)	857,869		857,869
Route 50 service road		277,000	(277,000)
Siren Study (FY22)	50,000		50,000
Snow Hill Senior Center (HVAC + Roof)	150,000	300,000	(150,000)
Snow Hill transmitter building (replacement)	400,000	400,000	-
Snow Hill warehouse	250,000	250,000	-
Strategic Plan - Dude solutions building Mgmt. maintenace	100,000	100,000	-
States Attorney Building improvements	15,000	15,000	-
Tropospheric Ducting Engineering project	100,000	100,000	-
Maryland DHCD - Community Legacy Program grant match	10,000	10,000	-
West Ocean City commercial harbor bulkhead (FY22)	1,500,000	1,100,000	400,000
Wor-Wic Community College operating		112,120	(112,120)
Wor-Wic Applied Technology Building (cip)	2,612,965	145,784	2,467,181

**Total:** 35,511,437 19,483,747 16,027,690

Change in non-spendable (prepaid expenses) 62,253

**Estimated surplus 16,089,943**

	Increase from Surplus	% of Surplus
Reserve	4,800,000	29.9%
OPEB (inc. 50% for BOE)	2,100,000	13.1%
Capital/One-time Projects	596,063	3.7%
BOE	1,850,631	11.5%
Wor-Wic	2,355,061	14.7%
Prior Year Surplus	4,325,935	27.0%
	16,027,690	

**Assigned fund balance:**

Bank Street property waterline, restroom improvements (FY22)	50,000
Belt Street building improvement	58,168
Board of Education admin building (carpet/furniture FY21)	41,034
Board of Education admin building (paving)	50,000
Board of Education admin building (windows/renovations)	300,000
Board of Education bleachers (SDHS)	100,000
Board of Education bus contractor contract review	500,000
Board of Education carpet (SDHS, PES)	70,000
Board of Education energy recovery unit repairs (PHS)	175,000
Board of Education maintenance (boom lift, custodian equipment)	110,000
Board of Education maintenance vans	50,000
Board of Education playground upgrades	300,000
Board of Education PMS evening Program	50,000
Board of Education PMS roof design/replacement	1,449,829
Board of Education Pocomoke Middle fire alarm (FY22)	139,800
Board of Education roof repairs (BIS, SDHS, WT)	175,000
Board of Education SDMS design fees (FY21)	200,000
Board of Education SDMS partition wall	85,000
Board of Education SHHS windscreen	25,000
Board of Education Snow Hill Middle fire alarm (FY22)	156,000
Board of Education stadium fence (SDHS)	250,000
Board of Education track repairs (PHS, SDHS)	270,000
Board of Education underground storage unit (FY22)	84,000
Broadband Project (fiber, fiber cabinet)	1,000,000
Building HVAC automation system controls (various buildings)	200,000
County building repairs and improvements	425,000
Courthouse roof replacement	500,000
Courthouse (Carpet/Flooring)	99,943
Emergency services tower shelter a/c units + UPS Units (FY19)	120,000
Encumbrances (FY21 unspent funds to be spent FY22)	3,199,401
Financial Tax software/Docuware/Servers	66,089
Fire Alarm System upgrades	120,000
Fire Tower Building (FY20)	50,000
Fire Training Center upgrades/expansion	100,000
Government Center (ventilation & building repairs)	500,000
Government Center/911 Center (HVAC upgrade/backup system)	352,117
Harris Radio Project	366,940
Isle of Wight building (HVAC improvements)	200,000
Jail building improvements and repairs (cip)	542,822
Jail UPS and kitchen oven/cooktop (FY21)	44,000
Nextgen 911 (FY20)	200,000
North End Public Works building	450,000
Ocean city Inlet dredging project (FY19-FY20)	601,034

Ocean Pines Library (FY21 heating control upgrade)	80,000
Other Post Employment Benefit transfer (FY21 reconciliation)	2,100,000
Outdoor Sports Field Complex	600,000
Parking lot improvements	339,634
Parking lot upgrades/resurfacing (annually to complete)	200,000
Pocomoke Health Dept Building upgrades	500,000
Pocomoke Library building improvements	500,000
Prior year surplus (FY22 vehicles, EMS funding, operating exp)	4,325,935
Public Safety CAD system server (FY21)	43,857
Public Safety logistical storage engineering/design (FY22)	200,000
Public Works building expansion (FY22)	150,000
Public Works generator (FY22)	200,000
Recreation Center building (HVAC improvement)	300,000
Recycling and Home Owner Convenience Center repairs/upgrades	300,000
Reserve Fund transfer FY22 (July 2021 completed)	1,300,000
Reserve Fund increase	4,500,000
Roads Department paving projects (FY22 paving)	857,869
Siren Study (FY22)	50,000
Snow Hill Senior Center (HVAC + Roof)	150,000
Snow Hill transmitter building (replacement)	400,000
Snow Hill warehouse	250,000
Strategic Plan - Dude solutions building Mgmt. maintenace	100,000
States Attorney Building improvements	15,000
Tropospheric Ducting Engineering project	100,000
Maryland DHCD - Community Legacy Program grant match	10,000
West Ocean City commercial harbor bulkhead (FY22)	1,500,000
Wor-Wic Applied Technology Building (cip)	2,612,965

**Total:**

**35,511,437**

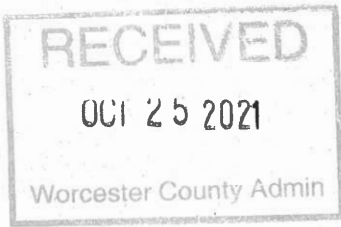


DEPARTMENT OF  
DEVELOPMENT REVIEW AND PERMITTING

**Worcester County**

GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1201  
SNOW HILL, MARYLAND 21863  
TEL: 410.632.1200 / FAX: 410.632.3008  
[www.co.worcester.md.us/drp/drpindex.htm](http://www.co.worcester.md.us/drp/drpindex.htm)

DATA RESEARCH DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICES DIVISION



ZONING DIVISION  
BUILDING DIVISION  
ADMINISTRATIVE DIVISION

MEMORANDUM

To: Weston S. Young, P.E., Chief Administrative Officer  
From: Jennifer K. Keener, AICP, Director *JKK*  
Date: October 25, 2021  
Re: Housing Rehabilitation Program Inspections

.....

Charles D. Walter, principal of Lifestyle Builders & Home Inspections, has submitted a request for a fee increase of \$25.00 per item associated with the various inspections and reports that he conducts associated with the Housing Rehabilitation Program. Mr. Walter has been an invaluable part of the process since he was hired. In reviewing his current and requested fee schedule, I find that it is a modest increase that can be absorbed by the program expenses, and would request the County Commissioners approval for the attached contract amendment.

As always, I will be available to discuss these items with you and the County Commissioners at your convenience.

**1st Amendment to Independent Contractor’s Agreement**

This 1st Amendment to the Independent Contractor’s Agreement (“1st Amendment”) is made on \_\_\_\_\_ between the County Commissioners of Worcester County, Maryland (“County”) and Charles D. Walter as successor-in-interest to Lifestyle Builders & Home Inspections (“Contractor”).

**Recitals**

- A. The County and Contractor previously entered into an Independent Contractor Agreement (“Agreement”).
- B. The parties wish to amend the fee schedule of the Agreement.

**Terms**

The parties agree as follows:

- 1. The first sentence in Paragraph 3 is replaced in its entirety with the following:

**Payment.** Contractor shall be paid \$350 for initial property evaluation; \$175 for work write-up and cost estimate; \$175.00 for progress inspections and payment requests; \$175 for change orders; \$275 for final inspection; \$275 for warranty visits; and \$100 per hour for meetings upon written invoices for completed work submitted and approved by the County.

- 2. All other terms remain the same.

The parties agree to this amendment on the date written above:

Attest:

**County Commissioners of  
Worcester County, Maryland**

\_\_\_\_\_

\_\_\_\_\_  
Joseph M. Mitrecic  
President

Attest:

**Charles D. Walter  
Successor-in-interest to  
Lifestyle Builders & Home Inspections**

\_\_\_\_\_

\_\_\_\_\_  
By:



**Worcester County**  
**DEPARTMENT OF PUBLIC WORKS**  
 6113 TIMMONS ROAD  
 SNOW HILL, MARYLAND 21863

**MEMORANDUM**

**TO:** Weston Young, P.E., Chief Administrative Officer  
**FROM:** Dallas Baker, Jr., P.E., Director  
**DATE:** October 25, 2021  
**SUBJECT:** Newark Spray Irrigation  
 Engineering Services Modification

**DALLAS BAKER JR., P.E.**  
 DIRECTOR

**JOHN S. ROSS, P.E.**  
 DEPUTY DIRECTOR

TEL: 410-632-5623  
 FAX: 410-632-1753

**DIVISIONS**

**MAINTENANCE**  
 TEL: 410-632-3766  
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**ROADS**  
 TEL: 410-632-2244  
 FAX: 410-632-0020

**SOLID WASTE**  
 TEL: 410-632-3177  
 FAX: 410-632-3000

**FLEET MANAGEMENT**  
 TEL: 410-632-5675  
 FAX: 410-632-1753

**WATER AND  
 WASTEWATER**  
 TEL: 410-641-5251  
 FAX: 410-641-5185

Attached for approval is a request from EA Engineering, Science and Technology (EA) for a contract adjustment to cover continuing services provided due to the extended time for completion of the Newark Spray irrigation project. Services covered by this change include:

- Assistance in providing MDE with justification for change orders 1 thru 5
- On site inspection of spray field modifications to repair center pivot unit rutting of the spray field
- Tracking final project punch list items
- Follow-up on meter repairs completed under the project warranty

The cost for this work is \$\$20,335.46 and was included in the project funding approved by the Maryland State Board of Public Works.

Please note that in August of 2016, MDE offered \$2,040,000 in funding for this project. That budget was modified to \$2,093,541 after bidding in 2020. The final project totaled \$2,086,514. We are proud to have brought this project in at budget considering we designed, redesigned, bid and rebid the project. We completed construction during a worldwide pandemic and in one of the wettest winters on record.

If you have any questions, please feel free to contact me.

Attachment

cc: Barbara Hitch, Enterprise Fund Controller  
 John S. Ross, P.E. Deputy Director



11200 Racetrack Road Unit 101A  
Ocean Pines, MD 21811  
Telephone: 410-641-5341  
Fax: 410-641-5349  
www.eaest.com

October 7, 2021

Mr. John Ross, P.E.  
Deputy Director of Public Works  
Worcester County Department of Public Works  
Water and Wastewater Division  
1000 Shore Lane  
Berlin, Maryland 21811

**Subject: Worcester County Newark Spray Irrigation Facility  
Proposal Modification for Construction Phase Services**

Dear Mr. Ross:

EA Engineering, Science, and Technology, Inc., PBC (EA) is pleased to submit this letter proposal modification to the Worcester County Department of Public Works (County) to provide the continuation of construction phase services for the Newark Spray Irrigation Facility. As you are aware, the County is under Consent Order through the Maryland Department of the Environment (MDE) to address historical discharge violations associated with the facility. Further, this project is funded through the MDE Water Quality and Drinking Water State Revolving Fund (WQ/DW-SLF). In accordance with the WQ/DW-SLF and communications with the MDE, the MDE approved EA for the design of the spray irrigation facility and effort can be included for reimbursement from the WQ/DW-SLF. The construction duration was extended for a couple of reasons including inclement weather and availability of parts/materials during the COVID-19 pandemic. As a result, EA's continuation of effort was necessary for the oversight of construction progress along with inspections and record keeping for the County's Construction General Permit for Stormwater Activity and Notice of Intent.

**Background**—The Newark Spray Irrigation Facility project was advertised and bid in April 2019. The bids were evaluated and at the recommendation of EA and the County, the Commissioners elected to reject all bids, complete a value engineering assessment, and re-bid the project. The key design modification process which included utilizing a center pivot spray irrigation system in lieu of a fixed head system and an alternate route of the force main along Newark Road and across two privately owned parcels which required easement documentation. These key design modifications along with the incorporation of several other value engineering were utilized to prepare a revised contract document package for the County to re-bid the project. The lowest bid received for the revised contract document package **resulting in savings of \$710,876.00** which was the difference of lowest original bid. This proposal modifications includes the effort associated with the County able to recognize this savings and especially the Newark Service Area.

**Scope of Work**—Effort under this modification proposal includes the continuation of construction phase support services for the Newark Spray Irrigation Facility. For reference, the original detailed scope of work is presented in Attachment A.



**Fee**—EA proposes to complete the work detailed herein under a time and materials basis for a total amount of \$20,335.46. The work described under this proposal will be performed in accordance with the County’s Independent Contractor’s agreement dated June 4, 2019 and associated with EA Contract No. 1584101. The presented project budget which was approved by the Maryland Board of Public Works during their April 1, 2020 meeting includes this effort for County to include the loan and the loan forgiveness awarded by the WQ/DW-SLF to Worcester County.

We appreciate the opportunity to continue our long history of partnership with Worcester County in this endeavor and intend, throughout the course of this project, to act as a valuable and reliable extension of your staff. To accept this modification proposal, please sign this letter in the space provided below. If you have any questions or require additional information, please contact me at (410) 641-5341.

---

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ACCEPTANCE: I have reviewed and understand the information contained in this proposal, and by my signature below, provide authorization to proceed with the work defined herein.

---

Signature \_\_\_\_\_ Date \_\_\_\_\_

---

John Ross, P.E. – Deputy Director of Public Works Worcester County Department of Public Works

---


Name and Title (printed or typed) Client Name (printed or typed)

---

410-641-5251 Ext. 2412 443-783-0032

---

Phone Number Cell Number

Respectfully yours,  
  
Darl Kolar, P.E., BCEE  
Project Manager



Newark Spray Irrigation Facility  
Proposal for Bid Phase, Construction Management and Inspection Services  
May 14, 2019, Proposal No. 0791376

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**ATTACHMENT A**  
**SCOPE OF WORK FOR WORCESTER COUNTY**  
**CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES**  
**WORCESTER COUNTY NEWARK SPRAY IRRIGATION**

This Scope of Work (SOW) describes the tasks necessary to provide bid-phase support, construction management, construction inspection and engineering support services for the construction of the Newark Spray Irrigation Facility. The project to be constructed is as described in the plans and specifications (Contract Documents) prepared by EA Engineering, Science, and Technology Inc., PBC (EA) in April 2019.

The oversight is required to ensure that the work performed by the Contractor is in conformance with the approved Contract Documents along with assuring proper documentation and records are maintained. EA understands that the construction of the Newark Spray Irrigation facility is funded through the Maryland Department of the Environment Water Quality and Drinking Water State Revolving Fund (WQ/DW-SRF). In accordance with the WQ/DW-SLF and communications with the MDE, the MDE is aware of the County's intent to utilize EA for the bid phase, construction administration and inspection services.

**Background**

The County is currently under a Consent Order to upgrade the existing Newark Wastewater Treatment Plant for conversion from a point source to a non-point source (spray irrigation) discharge facility. To assist the County in complying with the Consent Order, EA prepared Hydrogeologic Investigation Report, Preliminary Engineering Report update, Design Basis Report, and Contract Documents consisting of Drawings and Specifications. EA also assisted the County with applications and permitting approvals consisting of a Groundwater Discharge Permit, Worcester Soil Conservation District, Worcester County Stormwater Management, Maryland-Delaware Railroad Company (MDRC) Access Agreement and Maryland Department of the Environment (MDE) Construction Permit. At the time of this proposal, the County is awaiting the final Access Agreement from the MDRC and the Construction Permit from the MDE. Further, EA is assisting the County with preparing a Notice of Intent to obtain coverage under the General Permit for Stormwater Associated with Construction Activity. This project includes the vertical expansion of the lagoon earthen berm and conversion of the existing chlorine contact chamber to a pump station/wet well. Additionally, the project includes over 6,000 linear feet of force main piping from the existing wastewater lagoon to the proposed spray irrigation site. The new spray irrigation site includes zoned force main piping, spray nozzle heads, control valving and a perimeter access road.

This proposal includes effort in assisting the County during the bid phase, providing construction administration and construction inspection services. The SOW is divided into three tasks; Task 1 – Preliminary Engineering Report, Task 2 - Bid Phase Services, Task 3 - Construction Management and Administration and Task 4 - Construction Inspection.



### **Task 1: Preliminary Engineering Report**

EA was scoped to design and permit the Newark Spray Irrigation facility based on the PER the County submitted to MDE with the funding application. The County was awarded funding and MDE provided comments on the PER and requested that the County address them and resubmit the PER. Based on previous projects, the County had not anticipated that MDE would require resubmission of the PER. The County asked EA to address the comments on the PER and resubmit to the MDE. Beginning in February 2017, MDE was requesting modifications to the PER including revision of the life-cycle cost evaluation, schedule, alternatives analysis and selection of the preferred option of a spray irrigation project. Subsequently, MDE provided additional, significant review comments in May 2018 and again requested that the PER be revised. EA performed these revisions for the County. In addition to the PER, EA assisted the County with the finalization of the required funding forms including the Preliminary Engineering Screening Checklist, MBE/WBE Good Faith Effort and Engineering Services Agreement. Effort under this task includes addressing multiple informal rounds of comments within over 30 email communications with MDE to obtain final approval of the PER.

### **Task 2: Bid Phase Services**

EA will prepare the Notice to Contractors for the County to advertise for Construction. EA will schedule, coordinate and attend a pre-bid conference, respond to bidders' questions, and prepare meeting minutes for the County and distribute to purchased plan holders. EA will prepare addenda to the bidding documents in response to applicable questions or issues raised at the pre-bid conference.

During the bidding phase, EA will respond to written questions received from the County which will be incorporated into the Bid Documents by Addenda for distribution by the County. EA will consult with and advise the County as to the acceptability of subcontractors, suppliers, and other persons and organizations proposed by the prime contractor(s) for those portions of the work in which such acceptability is required by the Bidding Documents.

Following the receipt of bids, EA will prepare a tabulation of bids received. EA will review all bids and provide a recommendation to the County for contract award.

#### **Task 2 Assumptions:**

- EA's Project Manager and Construction Inspector will attend the pre-bid meeting

### **Task 3: Construction Management and Administration**

Construction Management and Administrative services is a critical component during construction to assure construction is progressing according to schedule, proper documentation is maintained for Contractor and County correspondences and the work is performed in accordance with the Contract Documents. For the duration of construction, EA will actively track, process, and manage the flow of the



documents from the Contractor, County, and MDE, including Requests for Information (RFI), Submittals, Correspondences, Meeting Minutes, Change Order (CO) requests, Shop Drawing/Submittals, Material Test Reports, and other project related items. EA will continually track the Contractor's progress through the implementation of monthly construction progress meetings and review of the construction schedule. Further, EA will coordinate and manage the project meetings including pre-construction, progress, substantial completion and final walkthrough meetings. EA will also support the County in the resolution of field variations, prepare non-compliance reports for unsatisfactory work and track the resolution. The following is a detailed approach relating to pre-construction services, project meetings, MDE funding and reporting coordination, shop drawing/submittals, CO/RFI's and project closeout.

***Pre-Construction Services*** – Following Notice of Award and Notice to Proceed, EA will coordinate pre-construction activities including regulatory agency coordination, review of proposed construction schedule and schedule of values, and coordinate a pre-construction meeting. In accordance with the Contract Documents, the Contractor shall submit an estimated Construction Schedule and proposed Schedule of Values. EA will review each of these for completeness and provide to the MDE for review and comment. As the funding agency, the Schedule of Values shall be presented to MDE to procure funding payment requests during and at the completion of construction. Further, a pre-construction meeting will be held with the County, MDE and the Contractor. The intent of the pre-construction meeting will be to go over the critical components of the Contract Documents, schedule, MDE funding requirements and general construction communication and progression. The pre-construction meeting will be conducted in accordance with the scope of work detailed under the project meetings item below.

***Project Meetings*** – EA will coordinate and manage a pre-construction meeting, monthly progress meetings and final inspection meetings. EA will be responsible for preparing the meeting minutes and presiding at these meetings. The progress meetings will include the distribution of minutes to all attendees and appropriate parties. The minutes will track unresolved items and new issues until their final resolution. EA's Project Manager will chair and distribute meeting minutes from monthly progress meetings, regularly visit the site and coordinate with the MDE for reporting in accordance with funding requirements. Further, EA will provide updates on project status, foreseeable delays or difficulties, and the anticipated completion date. EA will also attend a pre-final walk through with the County and a representative of the Contractor, upon request for substantial completion of the work, to conduct a pre-final site inspection of the construction. EA will prepare a punch list for remaining items, track and complete a final construction walk-through. EA will then proceed with the project closeout requirements as detailed below under this task.

***MDE Funding and Reporting*** – The MDE, under the WQ/DW-SLF, includes requirements both by the County to assure, construction is completed and procured in accordance with the funding agreement between the County and the MDE. Prior to, during construction and upon contract closeout, EA will assist the County with the tracking and reporting requirements. Specifically, the MDE stipulates various percentages of US manufactured materials/products, Davis-Bacon wage rates, and disadvantaged and minority business enterprises. EA will track each of these components in accordance with the County's agreement to assure compliance with the funding requirements.



**Shop Drawing/Submittal Review** - EA will review material submittals, test results, and shop drawings provided by the Contractor. EA will review submittals for conformance to the Contract Documents, maintain a submittal log, and provide an engineering stamp on submittals with status of the review. It is assumed that electronic copies will be provided by the Contractor. EA will copy the County on “approved” or “approved as noted” submittals. EA assumes the Contractor will follow submittal procedures outlined the specifications, not require excessive instructions, and no more than two re-submittals will be required for any of the shop drawings

**Payment Applications** – EA will review and assist with resolving any discrepancies in the Contractor’s payment requests and submit the partial payment request with recommendations and supporting documentation to the County for processing.

**CO/RFIs** – EA will assist the County in the negotiation and review of CO requests resulting from variations in the site conditions or discrepancies in the Contract Documents. This will be performed by processing and managing the flow of the distribution of CO requests and RFIs. EA will organize and maintain an up to date information system that will track the status and approval of shop drawing submittals, RFIs, construction records, quantities, payment schedules, samples, inspection records, and project schedules.

**Project Closeout** – EA will assist the County with closing out the project in accordance with both the County procurement requirements and MDE funding stipulations. Following the completion of construction, EA’s Construction Manager will assist the County with the coordination of a walk-through inspection to compile a final “punch list” of items remaining to be completed for the County for review and assist with the preparation of a Certificate of Substantial Completion. EA will track punch list items until completion. Concurrently with tracking punch list items, EA will coordinate the Contractor’s closeout documents including release of liens and performance and material/product warranties. Following the concurrence that the punch list items have been completed to the County’s satisfaction, EA will prepare a final acceptance request for the County. Required affidavits, guarantees, manuals, keys, record drawings, spare parts, etc. will be collected and transferred to the County at the completion of the project.

Task 3 Assumptions:

- The Project Manager will issue meeting minutes and attend one pre-construction meeting and eight progress meetings on site.
- The Project Manager will accompany MDE on three site inspections.
- CO requests, RFIs will be reviewed by EA and recommendations will be provided to the County.
- A RFI and CO log will be maintained by EA.
- The Contractor will prepare and maintain an up- to-date construction schedule and record drawings.
- EA assumes that submittals will be limited to two submissions (original and resubmittal) each.
- Partial payment applications will be reviewed by EA for quantity accuracy in the field with the Contractor then forwarded to the County for approval and procurement.



#### **Task 4: Construction Inspection**

It is important that sufficient and proper oversight and inspection controls are in place during construction activities to monitor Contractor activities. EA will provide a qualified Construction Inspector during construction of the Newark Spray Irrigation project. The duration of the project is assumed to be 8-months (32 weeks). If construction activities are minor, weather impacts or other activities do not require inspection staff, EA will consult with the County to determine if on-site time is necessary. The primary goal of the construction inspection task is to monitor Contractor's activities to ensure that the work is being performed in accordance with the Contract Documents and to provide necessary project documentation.

Proper documentation of construction activities and correspondence provides protection for the County to assure that construction is in conformance with the Contract Documents. EA will provide a Construction Inspector for the duration of construction. The Construction Inspector utilized will be competent and experienced in the area of construction oversight of sewer, earthwork, mechanical and electrical components, force main installation, and associated field activities. The Construction Inspector will serve as the "eyes and ears" for the County throughout these activities. Specifically, EA's Construction Inspector will provide the following services:

- Attend pre-construction meeting, progress meetings, pre-final and final walkthroughs
- Track and monitor construction cost and quantities to validate the Contractors partial payment requests.
- Maintain a log of materials delivered to the site and the progress of daily work activities for use in the review of progress payment applications submitted to the County by the Contractor.
- Track and review submittals (i.e., surveys, shop drawings, cut sheets, samples, test results, etc.).
- Prepare daily reports of Contractor activities on the job site, including weather conditions, data relative to questions of extras or deductions: material and equipment deliveries and subsequent installation, personnel and equipment working at the site, visitors to the site and all testing procedure and results if available.
- Conduct continuous inspections of on-going work for quality control and maintain a photographic record. All photographs will be digital and dated. The photos album will be maintained and provided to the County at the conclusion of the work electronically on a CD/DVD.
- Review the erosion and sediment control provisions and notify the County and Contractor of non-conformance issues with the approved plan.
- Provide inspection and record keeping for extra work being performed on a time-and-materials basis by the Contractor.
- Conduct weekly and following each rainfall event inspections of the erosion and sediment controls in accordance with the General Permit for Stormwater Associated with Construction Activity.
- Maintain a copy of the shop drawings on-site.
- Verify QC activities are being carried out per the Contract Documents (materials sampling, testing, survey)



Newark Spray Irrigation Facility  
Proposal for Bid Phase, Construction Management and Inspection Services  
May 14, 2019, Proposal No. 0791376

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- Oversee that field conformance tests will be conducted in accordance with the specifications and compared to the required values. Should discrepancies exist, EA will recommend to the County that the Contractor correct these discrepancies.

EA understands that the MDE and the Water Quality Finance Administration (WQFA), encourages the use of Disadvantaged Business Enterprises (DBEs). EA will utilize the woman owned business of J. Stacy Hart and Associates of Snow Hill, Maryland for erosion and sediment control inspections. J. Stacy Hart and Associates will assist with the monitoring of the site's erosion and sediment controls required by the MDE under the Notice of Intent and coverage under the General Permit for Stormwater Associated with Construction Activity. This effort is an attempt to include a DBE. Should the MDE not specifically require DBE inclusion under this construction management and inspection services contract, EA will complete the required erosion and sediment control inspections.

Task 4 Assumptions:

- EA will provide construction inspection sufficient to oversee construction activities during the completion of the Newark Spray Irrigation facility. Construction inspection will be completed on a time and material basis and this proposal includes effort up to 960 hours for an onsite Senior Construction Inspector. When work is not being completed for weather or holidays, EA will not utilize inspection effort hours.
- EA's Construction Inspector is not responsible for managing or directing the Contractor and/or the Contractor's schedule and the Contractor will prepare and maintain an up to date schedule.
- EA is not responsible for the Contractor's means or methods or safety for completing the work.
- Construction Inspection may be supplemented by a qualified engineer should the named construction manager require temporary time away from the site.
- EA assumes that the Contractor will provide a trailer/office space for EA's Staff with WiFi for production of meeting minutes and correspondence.
- Conformance testing is not included in the Scope of Work.



Worcester County  
DEPARTMENT OF PUBLIC WORKS  
6113 TIMMONS ROAD  
SNOW HILL, MARYLAND 21863

RECEIVED  
OCT 26 2021  
Worcester County Admin

DALLAS BAKER JR., P.E.  
DIRECTOR

JOHN S. ROSS, P.E.  
DEPUTY DIRECTOR

TEL: 410-632-5623  
FAX: 410-632-1753

MEMORANDUM

DIVISIONS

MAINTENANCE  
TEL: 410-632-3766  
FAX: 410-632-1753

ROADS  
TEL: 410-632-2244  
FAX: 410-632-0020

SOLID WASTE  
TEL: 410-632-3177  
FAX: 410-632-3000

FLEET MANAGEMENT  
TEL: 410-632-5675  
FAX: 410-632-1753

WATER AND  
WASTEWATER  
TEL: 410-641-5251  
FAX: 410-641-5185

TO: Weston Young, P.E., Chief Administrative Officer  
FROM: Dallas Baker, Jr., P.E., Director  
DATE: October 25, 2021  
SUBJECT: River Run Turnover Documents

Attached are turnover documents for the improvements to River Run Pump Station Number 1 in The River Run Service Area. These include the Deed, Bill of Sale and Assignment Form executed by the owner for turnover of the facilities, and Release of Lien from all of the contractors and consultants used for the project. These documents have been reviewed by the County Attorney and found to be acceptable.

We are recommending approval of the attached documents and accepting these facilities into the County Wastewater System for operation.

Should you have any questions, please feel free to call me.

Attachments

cc: Roscoe Leslie, County Attorney  
John S. Ross, P.E. Deputy Director  
Barbara Hitch, Enterprise Fund Controller

DEED, BILL OF SALE  
AND  
ASSIGNMENT

This Deed, Bill of Sale and Assignment made this 25<sup>th</sup> day of October, 2021,  
by and between RIVER RUN DEVELOPMENT ASSOCIATES LLC "Developer" and  
County Commissioners of Worcester County, Maryland, "Commissioners".

WHEREAS, Developer, pursuant to all required permits, has constructed a certain Sanitary  
Facility, "Facility" pursuant to Section 5-307 of Public Works Article, the Code of Public Local  
Laws of Worcester County, Maryland on property generally described as PUMP STATION  
# 1 ON RIVER RUN LANE, BERLIN, MD. and;

WHEREAS, Facility is now complete, free and clear of all mechanics and materialman's  
liens and encumbrances and ready to be transferred to Commissioners in accordance with prior  
Agreements and Section 5-307 as aforesaid, and;

WHEREAS, Facility is fully operational in accordance with all required permits and;

WHEREAS, all real or personal property lien holders have joined in herein or executed  
separate documents for the purpose of releasing any and all right, title and interest they may have in  
and to any of the property herein described.

NOW THEREFORE THIS DEED, BILL OF SALE, AND ASSIGNMENT WITNESSETH:

That for good and valuable consideration, receipt and sufficiency which is hereby  
acknowledged, the parties do hereby agree as follows:

1. All of the following described components, rights, permits, licenses, personal property, real property, easements and being all of the right title and interest of Developer associated with, in, and to Facility are hereby granted, conveyed and transferred unto Commissioners.  
PUMPS CONTROL PANEL, PUMP AROUND, BACK UP GENERATOR
2. Commissioners agree that the final inspection has been conducted of Facility and it is approved and accepted.
3. Commissioners hereby accept operational control and ownership of the Facility as herein set forth.
4. Developer warrants and agrees that construction of the Facility is in accordance with all permits and approvals.
5. Developer warrants for a period of two (2) years that the Facility is constructed in a workmanlike manner, in accordance with industry standards, is free and clear of all faulty materials, is properly designed for its intended use, is free of imperfections, and will operate

in accordance with its design and further that it is free and clear of all liens and encumbrances and that written releases of all workers and suppliers have been delivered.

- 6. Lienholder hereby releases its lien upon any property hereby transferred.
- 7. Developer shall execute such other and further assurances hereof as Commissioners may require.

IN WITNESS WHEREOF, the hands and seals of the parties hereto, as of the date and year first above written.

DEVELOPER  
*RIVER RUN DEVELOPMENT ASSOCIATES, LLC*  
 By: *[Signature]* (SEAL)

ON BEHALF OF  
 COUNTY COMMISSIONERS OF  
 WORCESTER COUNTY  
 By: \_\_\_\_\_ (SEAL)  
 Weston Young, P.E., Chief Administrative Officer

LIENHOLDER  
 By: \_\_\_\_\_ (SEAL)

STATE OF MARYLAND, WORCESTER COUNTY, TO WIT:

I HEREBY CERTIFY, that on this 25 day of October, 2021, before the subscriber, a Notary Public in and for the State and County aforesaid, personally appeared LEWIS MOLTZER, known to me (or satisfactorily proven) to be the MEMBER, named in the foregoing instrument, and executed the same in the capacity stated and for the purposes herein contained.

WILLIAM HUNT CROSBY  
 Notary Public-Maryland  
 Worcester County  
 My Commission Expires  
 January 07, 2023

*[Signature]*  
 Notary Public

Commission Expires: JANUARY 07, 2023

RELEASE OF MECHANIC'S LIENS

The undersigned, general or sub-contractor, has provided services and/or materials for construction and improvements at the property owned by River Run Development Associates, LLC, and described as follows: Resident, property and improvements located at pump station on River Run Lane in Berlin, Maryland.

In consideration of the sum of \$1.00 in hand paid, receipt whereof is acknowledged, and other benefits accruing to me, I do hereby waive, release and quit-claim a right that I now have or may hereafter have to lien upon the land and improvements above-described, by virtue of the laws of the State wherein said land is situate, or any amendments of said law; and I do further warrant that I have not and will not assign my claim for payment, not my right to perfect a lien against said property, and that I have the right to exercise this waiver and release thereof.

The subscriber of this instrument respectively warrants that all laborers employed by me have been fully paid and that none of such laborers have any claim, demand, or lien against said premises; and further, that no chattel, mortgage, conditional bill of sale or retention of title agreement has been given or executed by the said owner or any general contractor or other party or any of us, for in or in connection with any material, appliances, machinery, fixtures or furnishings placed on or installed in the aforesaid premises.

It is understood and agreed that the signature(s) affixed hereto are for all services rendered, work done and materials furnished heretofore and hereafter by the signer in any and all capacities, and is not only for a particular item against which the signature is affixed.

WITNESS the following signatures and seals this 22 day of October, 2021.

WITNESS:

RETALLACK & SONS INC.

By: \_\_\_\_\_

\_\_\_\_\_ (SEAL)

**RELEASE OF MECHANIC'S LIENS**

The undersigned, general or sub-contractor, has provided services and/or materials for construction and improvements at the property owned by River Run Development Associates, LLC, and described as follows: Resident, property and improvements located at pump station on River Run Lane in Berlin, Maryland.

In consideration of the sum of \$1.00 in hand paid, receipt whereof is acknowledged, and other benefits accruing to me, I do hereby waive, release and quit-claim a right that I now have or may hereafter have to lien upon the land and improvements above-described, by virtue of the laws of the State wherein said land is situate, or any amendments of said law; and I do further warrant that I have not and will not assign my claim for payment, not my right to perfect a lien against said property, and that I have the right to exercise this waiver and release thereof.

The subscriber of this instrument respectively warrants that all laborers employed by me have been fully paid and that none of such laborers have any claim, demand, or lien against said premises; and further, that no chattel, mortgage, conditional bill of sale or retention of title agreement has been given or executed by the said owner or any general contractor or other party or any of us, for in or in connection with any material, appliances, machinery, fixtures or furnishings placed on or installed in the aforesaid premises.

It is understood and agreed that the signature(s) affixed hereto are for all services rendered, work done and materials furnished heretofore and hereafter by the signer in any and all capacities, and is not only for a particular item against which the signature is affixed.

WITNESS the following signatures and seals this 21<sup>st</sup> day of October, 2021.

WITNESS:

**SHERWOOD LOGAN AND ASSOCIATES**

By: 

General Manager (SEAL)

**RELEASE OF MECHANIC'S LIENS**

The undersigned, general or sub-contractor, has provided services and/or materials for construction and improvements at the property owned by River Run Development Associates, LLC, and described as follows: Resident, property and improvements located at pump station on River Run Lane in Berlin, Maryland.

In consideration of the sum of \$1.00 in hand paid, receipt whereof is acknowledged, and other benefits accruing to me, I do hereby waive, release and quit-claim a right that I now have or may hereafter have to lien upon the land and improvements above-described, by virtue of the laws of the State wherein said land is situate, or any amendments of said law; and I do further warrant that I have not and will not assign my claim for payment, not my right to perfect a lien against said property, and that I have the right to exercise this waiver and release thereof.

The subscriber of this instrument respectively warrants that all laborers employed by me have been fully paid and that none of such laborers have any claim, demand, or lien against said premises; and further, that no chattel, mortgage, conditional bill of sale or retention of title agreement has been given or executed by the said owner or any general contractor or other party or any of us, for in or in connection with any material, appliances, machinery, fixtures or furnishings placed on or installed in the aforesaid premises.

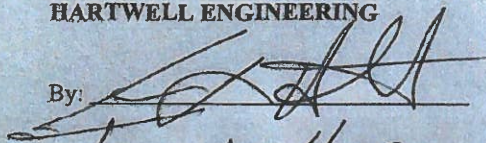
It is understood and agreed that the signature(s) affixed hereto are for all services rendered, work done and materials furnished heretofore and hereafter by the signer in any and all capacities, and is not only for a particular item against which the signature is affixed.

WITNESS the following signatures and seals this 21<sup>ST</sup> day of October, 2021.

WITNESS:

HARTWELL ENGINEERING

By:



(SEAL)

Tim L. Hartwal, PRESIDENT

Release of Mechanic's Liens  
Page 1 of 2

RELEASE OF LIEN

The undersigned general or subcontractors, materialmen or other persons furnishing services or labor or materials, as indicated under our signature below, in the construction of improvements upon real estate owned by

RIVER RUN DEVELOPMENT ASSOCIATES, LLC

and described as follows:

In consideration of the sum of \$39,738.00 (Construction Draw #1, Installation of Bypass, Force Main at 75%) to us in hand paid, receipt whereof is hereby acknowledged, and other benefits accruing to us, we do hereby waive, release and quit-claim in favor of the owner or owners of said real estate and each and every part making a loan on said real estate, as improved, and his or its successors and assigns, all right that we, or any of us, may now or hereafter have to a lien upon the land and improvements above described, by virtue of the laws of the state wherein said land is situate, or any amendments of said laws; and we do further warrant that we have not and will not assign our claims for payment, nor our right to perfect a lien against said property, and that we have the right to execute this waiver and release thereof, all of the foregoing to the extent of the payment made as set forth above.

The subscriber to this instrument respectively warrants that all laborers employed by them upon the aforesaid premises have been fully paid, and that all suppliers of materials from whom the subscribed has purchased materials have been fully paid, and that none of such laborers have any claim, demand or lien against said premises; and further, that no chattel mortgage, conditional bill of sale or retention of title agreement has been given or executed by the said owner or any general contractor or other party or any of us, for or in connection with any material, appliances, machinery, fixtures, or furnishings placed upon or installed in the aforesaid premises by any of us, other than:

None

It is understood and agreed that any and all signatures hereto are for all services rendered, work done and materials furnished heretofore and hereafter by the signers in any and all capacities, and are not understood to be only for the particular item against which the signature is affixed.

Witness the following signature and seal this 10<sup>th</sup> day of May, 2021

[Signature]  
Witness Sarah Billmyre

[Signature]  
Vendor

On the 10<sup>th</sup> day of May, 2021, before me personally came Ralph Miles Retallack, to me known, who, being by me duly sworn,

did depose and say that he resides at 8520 Girard Drive MO; that he is the General Manager of RETALLACK & SONS, INC. the corporation described in and which executed the foregoing instrument; that he knows the seal of said corporation; that it was so affixed by order of the board of directors of said corporation; that it was so affixed by order of the board of directors of said corporation, and that he signed his name thereto by like order.

[Signature]  
Sarah Billmyre  
exp. 8/11/23



RELEASE OF MECHANIC'S LIENS

The undersigned, general or sub-contractor, has provided services and/or materials for construction and improvements at the property owned by River Run Development Associates, LLC, and described as follows: Resident, property and improvements located at pump station on River Run Lane in Berlin, Maryland.

In consideration of the sum of \$1.00 in hand paid, receipt whereof is acknowledged, and other benefits accruing to me, I do hereby waive, release and quit-claim a right that I now have or may hereafter have to lien upon the land and improvements above-described, by virtue of the laws of the State wherein said land is situate, or any amendments of said law; and I do further warrant that I have not and will not assign my claim for payment, not my right to perfect a lien against said property, and that I have the right to exercise this waiver and release thereof.

The subscriber of this instrument respectively warrants that all laborers employed by me have been fully paid and that none of such laborers have any claim, demand, or lien against said premises; and further, that no chattel, mortgage, conditional bill of sale or retention of title agreement has been given or executed by the said owner or any general contractor or other party or any of us, for in or in connection with any material, appliances, machinery, fixtures or furnishings placed on or installed in the aforesaid premises.

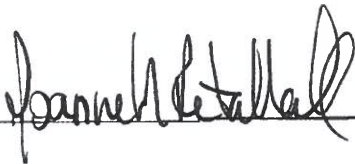
It is understood and agreed that the signature(s) affixed hereto are for all services rendered, work done and materials furnished heretofore and hereafter by the signer in any and all capacities, and is not only for a particular item against which the signature is affixed.

WITNESS the following signatures and seals this 22 day of October, 2021.

WITNESS:

RETALLACK & SONS INC.

By: \_\_\_\_\_

 (SEAL)

RELEASE OF LIEN

The undersigned general or subcontractors, materialmen or other persons furnishing services or labor or materials, as indicated under our signature below, in the construction of improvements upon real estate owned by

RIVER RUN DEVELOPMENT ASSOCIATES, LLC

and described as follows:

In consideration of the sum of \$39,738.00 (Construction Draw #1, Installation of Bypass, Force Main at 75%) to us in hand paid, receipt whereof is hereby acknowledged, and other benefits accruing to us, we do hereby waive, release and quit-claim in favor of the owner or owners of said real estate and each and every part making a loan on said real estate, as improved, and his or its successors and assigns, all right that we, or any of us, may now or hereafter have to a lien upon the land and improvements above described, by virtue of the laws of the state wherein said land is situate, or any amendments of said laws; and we do further warrant that we have not and will not assign our claims for payment, nor our right to perfect a lien against said property, and that we have the right to execute this waiver and release thereof, all of the foregoing to the extent of the payment made as set forth above.

The subscriber to this instrument respectively warrants that all laborers employed by them upon the aforesaid premises have been fully paid, and that all suppliers of materials from whom the subscribed has purchased materials have been fully paid, and that none of such laborers have any claim, demand or lien against said premises; and further, that no chattel mortgage, conditional bill of sale or retention of title agreement has been given or executed by the said owner or any general contractor or other party or any of us, for or in connection with any material, appliances, machinery, fixtures, or furnishings placed upon or installed in the aforesaid premises by any of us, other than:

None

It is understood and agreed that any and all signatures hereto are for all services rendered, work done and materials furnished heretofore and hereafter by the signers in any and all capacities, and are not understood to be only for the particular item against which the signature is affixed.

Witness the following signature and seal this 10<sup>th</sup> day of May, 2021

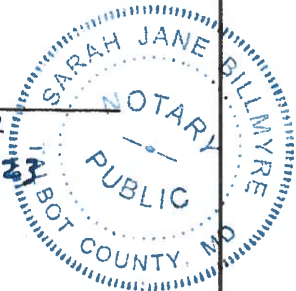
J. J.  
Witness Sarah Billmyre

[Signature]  
Vendor

On the 10<sup>th</sup> day of May, 2021, before me personally came Ralph Miles Retallack, to me known, who, being by me duly sworn,

did depose and say that he resides at 8520 Swans Hawk Rd; that he is the General Manager of RETALLACK & SONS, INC. the corporation described in and which executed the foregoing instrument; that he knows the seal of said corporation; that it was so affixed by order of the board of directors of said corporation; that it was so affixed by order of the board of directors of said corporation, and that he signed his name thereto by like order.

[Signature]  
Sarah Billmyre  
exp. 8/11/23



**RELEASE OF MECHANIC'S LIENS**

The undersigned, general or sub-contractor, has provided services and/or materials for construction and improvements at the property owned by River Run Development Associates, LLC, and described as follows: Resident, property and improvements located at pump station on River Run Lane in Berlin, Maryland.

In consideration of the sum of \$1.00 in hand paid, receipt whereof is acknowledged, and other benefits accruing to me, I do hereby waive, release and quit-claim a right that I now have or may hereafter have to lien upon the land and improvements above-described, by virtue of the laws of the State wherein said land is situate, or any amendments of said law; and I do further warrant that I have not and will not assign my claim for payment, not my right to perfect a lien against said property, and that I have the right to exercise this waiver and release thereof.

The subscriber of this instrument respectively warrants that all laborers employed by me have been fully paid and that none of such laborers have any claim, demand, or lien against said premises; and further, that no chattel, mortgage, conditional bill of sale of retention of title agreement has been given or executed by the said owner or any general contractor or other party or any of us, for in or in connection with any material, appliances, machinery, fixtures or furnishings placed on or installed in the aforesaid premises.

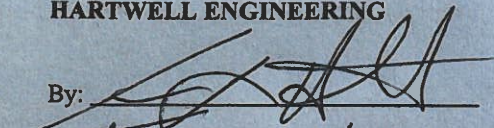
It is understood and agreed that the signature(s) affixed hereto are for all services rendered, work done and materials furnished heretofore and hereafter by the signer in any and all capacities, and is not only for a particular item against which the signature is affixed.

WITNESS the following signatures and seals this 21<sup>ST</sup> day of October, 2021.

WITNESS:

HARTWELL ENGINEERING

By:



\_\_\_\_\_(SEAL)

Tim L. Hartwal, President

Release of Mechanic's Liens  
Page 1 of 2

**RELEASE OF MECHANIC'S LIENS**

The undersigned, general or sub-contractor, has provided services and/or materials for construction and improvements at the property owned by River Run Development Associates, LLC, and described as follows: Resident, property and improvements located at pump station on River Run Lane in Berlin, Maryland.

In consideration of the sum of \$1.00 in hand paid, receipt whereof is acknowledged, and other benefits accruing to me, I do hereby waive, release and quit-claim a right that I now have or may hereafter have to lien upon the land and improvements above-described, by virtue of the laws of the State wherein said land is situate, or any amendments of said law; and I do further warrant that I have not and will not assign my claim for payment, not my right to perfect a lien against said property, and that I have the right to exercise this waiver and release thereof.

The subscriber of this instrument respectively warrants that all laborers employed by me have been fully paid and that none of such laborers have any claim, demand, or lien against said premises; and further, that no chattel, mortgage, conditional bill of sale of retention of title agreement has been given or executed by the said owner or any general contractor or other party or any of us, for in or in connection with any material, appliances, machinery, fixtures or furnishings placed on or installed in the aforesaid premises.

It is understood and agreed that the signature(s) affixed hereto are for all services rendered, work done and materials furnished heretofore and hereafter by the signer in any and all capacities, and is not only for a particular item against which the signature is affixed.

WITNESS the following signatures and seals this 21<sup>st</sup> day of October, 2021.

**WITNESS:**

**SHERWOOD LOGAN AND ASSOCIATES**

By:  General Manager (SEAL)



**Worcester County**  
**DEPARTMENT OF PUBLIC WORKS**  
 6113 TIMMONS ROAD  
 SNOW HILL, MARYLAND 21863

**RECEIVED**  
 OCT 26 2021  
 Worcester County Admin

DALLAS BAKER JR., P.E.  
 DIRECTOR

JOHN S. ROSS, P.E.  
 DEPUTY DIRECTOR

TEL: 410-632-5623  
 FAX: 410-632-1753

MEMORANDUM

**TO:** Weston S. Young, Chief Administrative Officer  
**FROM:** Dallas Baker, Jr., P.E., Director  
**DATE:** October 25, 2021  
**SUBJECT:** 2022 Vehicle Bid Recommendation

DIVISIONS

**MAINTENANCE**  
 TEL: 410-632-3766  
 FAX: 410-632-1753

**ROADS**  
 TEL: 410-632-2244  
 FAX: 410-632-0020

**SOLID WASTE**  
 TEL: 410-632-3177  
 FAX: 410-632-3000

**FLEET MANAGEMENT**  
 TEL: 410-632-5675  
 FAX: 410-632-1753

**WATER AND WASTEWATER**  
 TEL: 410-641-5251  
 FAX: 410-641-5185

Tuesday, October 19, 2021, bids were received and opened for new 2022 vehicles requested by several departments within Worcester County. Attached for your review are copies of the bids received. Listed below is a summary of the bids submitted along with their pricing per unit:

**#1 Vehicle Type: (1) – 1/2 Ton 4x2 Full Size Pickup Truck (Detention Center)**

<i>Apple Ford <u>Columbia, MD</u></i>	2022 Ford F150 2wd	\$25,095.00
<i>Hertrich Fleet <u>Milford, DE</u></i>	2022 Ford F150 2wd	\$25,445.00
<i>Lindsay Ford <u>Wheaton, MD</u></i>	2022 Ford F150 2wd	\$26,000.00
<i>Safford Ford <u>Salisbury, MD</u></i>	2022 Ford F150 2wd	\$27,685.80

**#2 Vehicle Type: (1) – 3/4 Ton 4x4 Full Size Crew Cab Pickup Truck (Fire Marshal)**

<i>Apple Ford <u>Columbia, MD</u></i>	2022 Ford F250 Crew Cab 4x4	\$34,499.00
<i>Hertrich Fleet <u>Milford, DE</u></i>	2022 Ford F250 Crew Cab 4x4	\$35,733.00
<i>Safford Ford <u>Salisbury, MD</u></i>	2022 Ford F250 Crew Cab 4x4	\$36,274.60
<i>Lindsay Ford <u>Wheaton, MD</u></i>	2022 Ford F250 Crew Cab 4x4	\$36,300.00

**#3 Vehicle Type: (1) – SUV Full Size 4x4 (Sheriff)**

<i>Hertrich Fleet <u>Milford, DE</u></i>	2022 Ford Expedition 4x4	\$43,397.00
<i>Lindsay Ford <u>Wheaton, MD</u></i>	2022 Ford Expedition 4x4	\$45,400.00
<i>Apple Ford <u>Columbia, MD</u></i>	N/A	No Bid
<i>Safford Ford <u>Salisbury, MD</u></i>	N/A	No Bid

**#4 Vehicle Type: (2) – Midsize Sedan (DRP)**

<i>Hertrich Fleet <u>Milford, DE</u></i>	2022 Toyota Camry	\$22,139.00 ea.
<i>Lindsay Ford <u>Wheaton, MD</u></i>	N/A	No Bid
<i>Apple Ford <u>Columbia, MD</u></i>	N/A	No Bid
<i>Safford Ford <u>Salisbury, MD</u></i>	N/A	No Bid

**#5 Vehicle Type: (1) – Midsize Sedan (Environmental Programs)**

<i>Hertrich Fleet <u>Milford, DE</u></i>	2022 Toyota Camry	\$22,139.00
<i>Lindsay Ford <u>Wheaton, MD</u></i>	N/A	No Bid
<i>Apple Ford <u>Columbia, MD</u></i>	N/A	No Bid
<i>Safford Ford <u>Salisbury, MD</u></i>	N/A	No Bid

**#6 Vehicle Type: (1) – Compact SUV (Environmental Programs)**

<i>Apple Ford <u>Columbia, MD</u></i>	2022 Ford Escape S FWD	\$22,995.00
<i>Hertrich Fleet <u>Milford, DE</u></i>	2022 Ford Escape S FWD	\$22,998.00
<i>Lindsay Ford <u>Wheaton, MD</u></i>	2022 Ford Escape S FWD	\$23,800.00
<i>Safford Ford <u>Salisbury, MD</u></i>	2022 Ford Escape S FWD	\$25,727.00

**#7 Vehicle Type: (1) – ½ Ton 4x4 Full Size Pickup Truck (Environmental Programs)**

<i>Apple Ford <u>Columbia, MD</u></i>	2022 Ford F150 Reg Cab 4x4	\$28,485.00
<i>Hertrich Fleet <u>Milford, DE</u></i>	2022 Ford F150 Reg Cab 4x4	\$28,853.00
<i>Lindsay Ford <u>Wheaton, MD</u></i>	2022 Ford F150 Reg Cab 4x4	\$29,400.00
<i>Safford Ford <u>Salisbury, MD</u></i>	2022 Ford F150 Reg Cab 4x4	\$29,885.80

**#8 Vehicle Type: (3) – ¾ Ton 4x2 Double/Extended Cab Pickup with Utility Body (DPW Maintenance)**

<i>Apple Ford <u>Columbia, MD</u></i>	2022 Ford F250 SuperCab 2WD	\$38,798.00 ea.
<i>Hertrich Fleet <u>Milford, DE</u></i>	2022 Ford F250 SuperCab 2WD	\$39,497.00 ea.
<i>Lindsay Ford <u>Wheaton, MD</u></i>	2022 Ford F250 SuperCab 2WD	\$43,500.00 ea.
<i>Safford Ford <u>Salisbury, MD</u></i>	2022 Ford F250 SuperCab 2WD	\$45,623.60 ea.

**#9 Vehicle Type: (1) – 1/2 Ton 4x4 Full Size Double/Extended Cab Pickup Truck (Mosquito Control)**

<i>Apple Ford <u>Columbia, MD</u></i>	2022 Ford F150 SuperCab 4x4	\$31,295.00
<i>Hertrich Fleet <u>Milford, DE</u></i>	2022 Ford F150 SuperCab 4x4	\$31,553.00
<i>Lindsay Ford <u>Wheaton, MD</u></i>	2022 Ford F150 SuperCab 4x4	\$31,900.00
<i>Safford Ford <u>Salisbury, MD</u></i>	2022 Ford F150 SuperCab 4x4	\$32,219.80

**#10 Vehicle Type: (1) – Midsize Sedan (Recreation)**

<i>Hertrich Fleet <u>Milford, DE</u></i>	2022 Toyota Camry	\$22,139.00
<i>Lindsay Ford <u>Wheaton, MD</u></i>	N/A	No Bid
<i>Apple Ford <u>Columbia, MD</u></i>	N/A	No Bid
<i>Safford Ford <u>Salisbury, MD</u></i>	N/A	No Bid

**#11 Vehicle Type: (1) – 1/2 Ton 4x2 Full Size Pickup Truck (Parks)**

<i>Hertrich Fleet <u>Milford, DE</u></i>	2022 Ford F150 Reg Cab 2WD	\$24,931.00
<i>Apple Ford <u>Columbia, MD</u></i>	2022 Ford F150 Reg Cab 2WD	\$25,094.00
<i>Lindsay Ford <u>Wheaton, MD</u></i>	2022 Ford F150 Reg Cab 2WD	\$25,600.00
<i>Safford Ford <u>Salisbury, MD</u></i>	2022 Ford F150 Reg Cab 2WD	\$27,171.80

**#12 Vehicle Type: (1) – 3/4 Ton 4x4 Full Size Pickup Truck (Parks)**

<i>Apple Ford <u>Columbia, MD</u></i>	2022 Ford F250 Reg Cab 4x4	\$31,400.00
<i>Hertrich Fleet <u>Milford, DE</u></i>	2022 Ford F250 Reg Cab 4x4	\$31,851.00
<i>Safford Ford <u>Salisbury, MD</u></i>	2022 Ford F250 Reg Cab 4x4	\$31,965.00
<i>Lindsay Ford <u>Wheaton, MD</u></i>	2022 Ford F250 Reg Cab 4x4	\$32,200.00

**#13 Vehicle Type: (1) – Compact 4x2 Cargo Van with Shelving (Library)**

<i>Hertrich Fleet <u>Milford, DE</u></i>	2022 Ford Transit Connect 2WD	\$25,878.00
<i>Lindsay Ford <u>Wheaton, MD</u></i>	2022 Ford Transit Connect 2WD	\$27,000.00
<i>Apple Ford <u>Columbia, MD</u></i>	N/A	No Bid
<i>Safford Ford <u>Salisbury, MD</u></i>	N/A	No Bid

# ITEM 16

## #14 Vehicle Type: (1) – ¾ Ton 4x4 Full Size Pickup Truck (DPW Solid Waste)

<i>Hertrich Fleet <u>Milford, DE</u></i>	2022 Ford F250 Reg Cab 4x4	\$31,994.00
<i>Lindsay Ford <u>Wheaton, MD</u></i>	2022 Ford F250 Reg Cab 4x4	\$33,200.00
<i>Safford Ford <u>Salisbury, MD</u></i>	2022 Ford F250 Reg Cab 4x4	\$33,308.60
<i>Apple Ford <u>Columbia, MD</u></i>	2022 Ford F250 Reg Cab 4x4	\$33,899.00

## #15 Vehicle Type: (4) – ½ Ton 4x2 Full Size Pickup Truck (DPW W/WW)

<i>Hertrich Fleet <u>Milford, DE</u></i>	2022 Ford F150 Reg Cab 2WD	\$25,879.00 ea.
<i>Lindsay Ford <u>Wheaton, MD</u></i>	2022 Ford F150 Reg Cab 2WD	\$27,100.00 ea.
<i>Safford Ford <u>Salisbury, MD</u></i>	2022 Ford F150 Reg Cab 2WD	\$28,877.80 ea.
<i>Apple Ford <u>Columbia, MD</u></i>	2022 Ford F150 Reg Cab 2WD	\$32,864.00 ea.

## #16 Vehicle Type: (1) – ¾ Ton 4x2 Full Size Pickup Truck with Utility Body & Lift Gate (DPW W/WW)

<i>Apple Ford <u>Columbia, MD</u></i>	2022 Ford F250 Reg Cab 2WD	\$37,995.00
<i>Hertrich Fleet <u>Milford, DE</u></i>	2022 Ford F250 Reg Cab 2WD	\$39,347.00
<i>Lindsay Ford <u>Wheaton, MD</u></i>	2022 Ford F250 Reg Cab 2WD	\$43,800.00
<i>Safford Ford <u>Salisbury, MD</u></i>	2022 Ford F250 Reg Cab 2WD	\$45,035.60

After reviewing all submitted bids, some low bid vehicle prices are over the approved budget. Vehicle's #3, #4, #5, #13, #14, and #15 were bid over the approved department budgets. This bid overage combined with the bid savings on the other vehicles still stays within the total approved FY22 capital equipment replacement vehicle budget. Therefore, after review of all submitted bids, we recommend the following low bid vehicles be approved:

<b>Requested</b>	<b>Lowest Bidder Meeting Specifications</b>	<b>Budget Approval</b>	<b>Bid</b>
1. (1) – ½ Ton 4x2 Full Size Pickup Truck	Apple Ford Columbia, MD	\$25,725.00	\$25,095.00
2. (1) – ¾ Ton 4x4 Full Size Crew Cab Pickup Truck	Apple Ford Columbia, MD	\$37,000.00	\$34,499.00
3. (1) - SUV Full Size 4x4	Hertrich Fleet Milford, DE	\$39,000.00	\$43,397.00
4. (2) – Midsize Sedan	Hertrich Fleet Milford, DE	\$18000.00 ea.	\$22,139.00 ea.
5. (1) – Midsize Sedan	Hertrich Fleet Milford, DE	\$21,000.00	\$22,139.00

# ITEM 16

<b>Requested</b>	<b>Lowest Bidder Meeting Specifications</b>	<b>Budget Approval</b>	<b>Bid</b>
6. (1) – Compact SUV	Apple Ford Columbia, MD	\$26,000.00	\$22,995.00
7. (1) – 1/2 Ton Full Size 4x4 Pickup Truck	Apple Ford Columbia, MD	\$27,000.00	\$28,485.00
8. (3) – 3/4 Ton 4x2 Double/Extended Cab Pickup Truck with Utility body	Apple Ford Columbia, MD	\$42,210.00 ea.	\$38,789.00 ea.
9. (1) – 1/2 Ton 4x4 Double/Extended Cab Pickup Truck	Apple Ford Columbia, MD	\$32,396.00	\$31,295.00
10. (1) – Midsize Sedan	Hertrich Fleet Milford, DE	\$22,450.00	\$22,139.00
11. (1) – 1/2 Ton 4x2 Full Size Pickup Truck	Hertrich Fleet Milford, DE	\$28,100.00	\$24,931.00
12. (1) – 3/4 Ton 4x4 Full Size Pickup Truck	Apple Ford Columbia, MD	\$37,500.00	\$31,400.00
13. (1) – Compact 4x2 Cargo Van with Shelving	Hertrich Fleet Milford, DE	\$25,000.00	\$25,878.00
14. (1) – 3/4 Ton 4x4 Full Size Pickup Truck	Hertrich Fleet Milford, DE	\$31,000.00	\$31,994.00
15. (4) – 1/2 Ton 4x2 Full Size Pickup Truck	Hertrich Fleet Milford, DE	\$25,000.00 ea.	\$25,879.00 ea.
16. (1) – 3/4 Ton 4x2 Full Size Pickup Truck with Utility Body and Lift Gate	Apple Ford Columbia, MD	\$45,000.00	\$37,995.00

Should you have any questions, please do not hesitate to call me.

Attachments

cc: Derrick Babcock

# Competitive Bid Worksheet - Purchase of Vehicles ITEM 16

Bid Deadline/Opening Date: 1:00 P.M., Tuesday, October 19, 2021

Bids Received by deadline = 4

## Vendor's Submitting Bids

### Vehicles Bid

	<u>Lindsay Ford</u> 11250 Veirs Mill Rd <u>Wheaton, MD 20902</u>	<u>Safford Linc./Ford</u> 1902 N. Salisbury Blvd <u>Salisbury, MD 21801</u>	<u>Hertrich Fleet</u> 1427 Bay Road <u>Milford, DE 19963</u>	<u>Apple Ford- Justin Skipper</u> 8800 Stanford Blvd. <u>Columbia, MD 21045</u>
(1) ½ Ton 4x2 Full Size P/U - Detention Center	<u>26000</u>	<u>27,685.80</u>	<u>25,445</u>	<u>25,095</u>
(1) ¾ ton 4x4 Full Size Crew Cab P/U - Fire Marshall	<u>36,300</u>	<u>36,274.60</u>	<u>35,733</u>	<u>34,499</u>
(1) Full Size 4x4 SUV's - Police Pkg - Sheriff	<u>45,400</u>	<u>NB</u>	<u>43,397</u>	<u>NB</u>
(2) Med. Size Sedans - DRP	<u>NB</u>	<u>NB</u>	<u>22,139</u>	<u>NB</u>
(1) Med. Size Sedan - Env. Prog.	<u>NB</u>	<u>NB</u>	<u>22,139</u>	<u>NB</u>
(1) Compact SUV - Env. Prog.	<u>23,800</u>	<u>25,727</u>	<u>22,998</u>	<u>22,995</u>
(1) ½ Ton Full Size 4x4 Pickup - Env. Prog.	<u>29,400</u>	<u>29,885.80</u>	<u>28,853</u>	<u>28,485</u>
(3) ¾ Ton 4x2 Dbl/Ext Cab P/U with Utility Bdy- DPW/Maint.	<u>43,500</u>	<u>45,623.60</u>	<u>39,497</u>	<u>38,798</u>
(1) <sup>1/2</sup> <del>1.5</del> Ton 4x4 Dbl/Ext Cab P/U Mosquito Cntrl	<u>31,900</u>	<u>32,219.80</u>	<u>31,553</u>	<u>31,295</u>
(1) Midsize Sedan - Rec. Dept.	<u>NB</u>	<u>NB</u>	<u>22,139</u>	<u>NB</u>
(1) ½ Ton 4x2 Full Sz. P/U - Parks	<u>25,600</u>	<u>27,171.80</u>	<u>24,931</u>	<u>25,094</u>
(1) ¾ Ton 4x4 Full Sz P/U - Parks	<u>32,200</u>	<u>31,965.60</u>	<u>31,851</u>	<u>31,400</u>
(1) Compact 4x2 Cargo Van/Shelves - Library	<u>27,000</u>	<u>NB</u>	<u>25,878</u>	<u>NB</u>
(1) ¾ Ton 4x4 Full Size P/U - Solid Waste	<u>33,200</u>	<u>33,308.60</u>	<u>31,994</u>	<u>33,899</u>

Vendor's Submitting Bids

<b>Lindsay Ford</b>	<b>Safford Linc./Ford</b>	<b>Hertrich Fleet</b>
11250 Veirs Mill Rd	1902 N. Salisbury Blvd	1427 Bay Road
<u>Wheaton, MD 20902</u>	<u>Salisbury, MD 21801</u>	<u>Milford, DE 19963</u>

Apple Ford

Vehicles Bid

**(4) 1/2 Ton 4x2 Full Size P/U  
DPW -WWW**

<u>27,100</u>	<u>28877.80</u>	<u>25879</u>	<u>32,864</u>
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**(1) 3/4 Ton 4x2 Full Size P/U  
with Utility Bdy & Gate Lift  
- WWW**

<u>43800</u>	<u>45,035.60</u>	<u>39,347</u>	<u>37,995</u>
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WORCESTER COUNTY COMMISSIONERS  
VEHICLE BID FORM

We submit bids on the following vehicles (specifications attached for each quoted vehicle):

1. One (1) – ½ Ton 4x2 Full Size Pickup Truck (Detention Center)

Year 2022 Make FORD Model F150

Bid (per unit) \$ 26,000

Total Bid \$ 26,000

Delivery Time 20-22 WEEKS

2. One (1) – ¾ Ton 4x4 Full Size Crew Cab Pickup Truck (Fire Marshal)

Year 2022 Make FORD Model F250

Bid (per unit) \$ 36,300

Total Bid \$ 36,300

Delivery Time 30 + WEEKS

3. One (1) – SUV Full Size 4x4 (Sheriff)

Year 2022 Make FORD Model EXPEDITION

Bid (per unit) \$ 45,400

Total Bid \$ 45,400

Delivery Time 20-22 WEEKS

4. Two (2) – Midsize Sedan (DRP)

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Bid (per unit) \$ \_\_\_\_\_

Total Bid \$ \_\_\_\_\_

Delivery Time \_\_\_\_\_

NO BID

5. One (1) – Midsize Sedan (Environmental Programs)

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Bid (per unit) \$ \_\_\_\_\_

Total Bid \$ \_\_\_\_\_

Delivery Time \_\_\_\_\_

*No BID*

6. One (1) – Compact SUV (Environmental Programs)

Year 2022 Make FORD Model ESCAPE FWD

Bid (per unit) \$ 23,800

Total Bid \$ 23,800

Delivery Time 20-22 WEEKS

7. One (1) – ½ Ton 4x4 Full Size Pickup Truck (Environmental Programs)

Year 2022 Make FORD Model F150

Bid (per unit) \$ 29,400

Total Bid \$ 29,400

Delivery Time 20-22 WEEKS

8. Three (3) – ¾ Ton 4x2 Double/Extended Cab Pickup with Utility Body (DPW/Maint)

Year 2022 Make FORD Model F250

Bid (per unit) \$ ~~46,000~~ 43,500 *pp*

Total Bid \$ ~~138,000~~ 130,500 *pp*

Delivery Time 36+ WEEKS

9. One (1) - 1/2 Ton 4x4 Full Size Double/Extended Cab Pickup Truck (Mosquito Control)

Year 2022 Make FORD Model F150

Bid (per unit) \$ 31,900

Total Bid \$ 31,900

Delivery Time 20-22 WEEKS

10. One (1) - Midsize Sedan (Recreation)

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Bid (per unit) \$ \_\_\_\_\_

Total Bid \$ \_\_\_\_\_

Delivery Time \_\_\_\_\_

NO BID

11. One (1) - 1/2 Ton 4x2 Full Size Pickup Truck (Parks)

Year 2022 Make FORD Model F150

Bid (per unit) \$ 25,600

Total Bid \$ 25,600

Delivery Time 20-22 WEEKS

12. One (1) - 3/4 Ton 4x4 Full Size Pickup Truck (Parks)

Year 2022 Make FORD Model F250

Bid (per unit) \$ 32,200

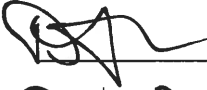
Total Bid \$ 32,200

Delivery Time 30 + WEEKS

**13. One (1) – Compact 4x2 Cargo Van with Shelving (Library)**Year 2022 Make FORD Model TRANSIT CONNECTBid (per unit) \$ 27,000Total Bid \$ 27,000Delivery Time 34 + WEEKS**14. One (1) – ¾ Ton 4x4 Full Size Pickup Truck (DPW Solid Waste)**Year 2022 Make FORD Model F250Bid (per unit) \$ 33,200Total Bid \$ 33,200Delivery Time 32+ WEEKS**15. Four (4) – ½ Ton 4x2 Full Size Pickup Truck (DPW WWW)**Year 2022 Make FORD Model F150Bid (per unit) \$ 27,100Total Bid \$ 108,400Delivery Time 22-24 WEEKS**16. One (1) – ¾ Ton 4x2 Full Size Pickup Truck with Utility Body & Lift Gate (WWW)**Year 2022 Make FORD Model F250Bid (per unit) \$ 43,800Total Bid \$ 43,800Delivery Time 34 + WEEKS

**BID MUST BE SIGNED AND BID VEHICLE SPECIFICATIONS MUST BE ATTACHED TO  
BE CONSIDERED.**

Please note any specification differences when submitting your bid.

Date: 10-14-21  
Signature:   
Typed Name: DAN PADEROFSKY  
Firm: LINDSAY FORD LLC  
Address: 11250 WEIRS MILL RD  
WHEATON, MD. 20902  
  
Telephone: 240-283-3733  
Fax: 301-946-9410  
E-Mail Address: dpaderofsky@lindsayford.com

EXCEPTION SHEET ENCLOSED



# LINDSAY

AUTOMOTIVE GROUP



EXCEPTIONS AND/OR CLARIFICATIONS TO THE SPECIFICATIONS

- ITEM #1) ENGINE SHALL BE 3.3L V.6
- ITEM #2) CENTER CONSOLE DELETE NOT AVAILABLE
- ITEM #3) FACTORY UNDERCOATING NOT AVAILABLE
- ITEM #6) MINI SPARE INCLUDED
- ITEM #13) INCLUDES ONE 12 V POWERPOINT

WORCESTER COUNTY COMMISSIONERS  
VEHICLE BID FORM

We submit bids on the following vehicles (specifications attached for each quoted vehicle):

1. One (1) – ½ Ton 4x2 Full Size Pickup Truck (Detention Center)

Year 2022 Make Ford Model F-150 4x2 R/C

Bid (per unit) \$ 27695.80

Total Bid \$ 27695.80

Delivery Time 6 mo's

2. One (1) – ¾ Ton 4x4 Full Size Crew Cab Pickup Truck (Fire Marshal)

Year 2022 Make Ford Model F-250 4x4 Crew/C

Bid (per unit) \$ 36274.60

Total Bid \$ 36274.60

Delivery Time \_\_\_\_\_

3. One (1) – SUV Full Size 4x4 (Sheriff)

Year \_\_\_\_\_ Make \_\_\_\_\_ Model No-Bid

Bid (per unit) \$ \_\_\_\_\_

Total Bid \$ \_\_\_\_\_

Delivery Time \_\_\_\_\_

4. Two (2) – Midsize Sedan (DRP)

Year \_\_\_\_\_ Make \_\_\_\_\_ Model No Bid

Bid (per unit) \$ \_\_\_\_\_

Total Bid \$ \_\_\_\_\_

Delivery Time \_\_\_\_\_

5. One (1) – Midsize Sedan (Environmental Programs)

Year \_\_\_\_\_ Make \_\_\_\_\_ Model No-Bid

Bid (per unit) \$ \_\_\_\_\_

Total Bid \$ \_\_\_\_\_

Delivery Time \_\_\_\_\_

6. One (1) – Compact SUV (Environmental Programs)

Year 2022 Make Ford Model ESCAPE - FWD

Bid (per unit) \$ 25,727.00

Total Bid \$ 25,727.00

Delivery Time 6 Mo's

7. One (1) – 1/2 Ton 4x4 Full Size Pickup Truck (Environmental Programs)

Year 2022 Make Ford Model F-150 4x4 R/C

Bid (per unit) \$ 29,885.80

Total Bid \$ 29,885.80

Delivery Time 6 Mo's

8. Three (3) – 3/4 Ton 4x2 Double/Extended Cab Pickup with Utility Body (DPW/Maint)

Year 2022 Make Ford Model F-250 4x2 S/C

Bid (per unit) \$ 45,623.60

Total Bid \$ 136,870.80

Delivery Time 6-7 Mo's

9. One (1) - 1/2 Ton 4x4 Full Size Double/Extended Cab Pickup Truck (Mosquito Control)

Year 2022 Make Ford Model F-150 4x4 S/C

Bid (per unit) \$ 32219.80

Total Bid \$ 32219.80

Delivery Time 6 Mo's

10. One (1) - Midsize Sedan (Recreation)

Year \_\_\_\_\_ Make \_\_\_\_\_ Model No Bid

Bid (per unit) \$ \_\_\_\_\_

Total Bid \$ \_\_\_\_\_

Delivery Time \_\_\_\_\_

11. One (1) - 1/2 Ton 4x2 Full Size Pickup Truck (Parks)

Year 2020 Make Ford Model F-150 4x2 R/C

Bid (per unit) \$ 27171.80

Total Bid \$ 27171.80

Delivery Time 6 Mo's

12. One (1) - 3/4 Ton 4x4 Full Size Pickup Truck (Parks)

Year 2022 Make Ford Model F-250 4x4 R/C

Bid (per unit) \$ 31965.60

Total Bid \$ 31965.60

Delivery Time 6 Mo's

13. One (1) - Compact 4x2 Cargo Van with Shelving (Library)

Year \_\_\_\_\_ Make \_\_\_\_\_ Model No-Bid

Bid (per unit) \$ \_\_\_\_\_

Total Bid \$ \_\_\_\_\_

Delivery Time \_\_\_\_\_

14. One (1) - 3/4 Ton 4x4 Full Size Pickup Truck (DPW Solid Waste)

Year 2022 Make Ford Model F-250 4x4 R/C

Bid (per unit) \$ 33,308.60

Total Bid \$ 33,308.60

Delivery Time 6 mo's

15. Four (4) - 1/2 Ton 4x2 Full Size Pickup Truck (DPW WWW)

Year 2022 Make Ford Model F-150 4x2 R/C

Bid (per unit) \$ 28,877.90

Total Bid \$ 115,511.20

Delivery Time 6 mo's

16. One (1) - 3/4 Ton 4x2 Full Size Pickup Truck with Utility Body & Lift Gate (WWW)

Year 2022 Make Ford Model F-250 4x2 R/C

Bid (per unit) \$ 45,035.60

Total Bid \$ 45,035.60

Delivery Time 6-7 mo's

**BID MUST BE SIGNED AND BID VEHICLE SPECIFICATIONS MUST BE ATTACHED TO  
BE CONSIDERED.**

Please note any specification differences when submitting your bid.

Date: 10-19-21  
 Signature: [Signature]  
 Typed Name: LOWELL HOFFE  
 Firm: SAFFORD Ford, Inc.  
 Address: 1901 N SALISBURY BLVD  
SALISBURY, Md. 21830  
 Telephone: 410-548-4600  
 Fax: 410-548-4610  
 E-Mail Address: lhoffe@saffordauto.com

SAFFORD Bid Per Attached Specification.

- # 2 - Keyless entry N/A  
 STD. REAR BUMPER  
 Delete Center TRW Rest.
- EXEMPTIONS
- # 6 Keyless entry N/A
- # 8 No. Power Windows or Cruise.  
 12VDC / 130 VAC N/A.
- # 9 Keyless entry - N/A
- # 12 Keyless entry - N/A
- # 14 STD. REAR BUMPER  
 Keyless Entry - N/A

WORCESTER COUNTY COMMISSIONERS  
VEHICLE BID FORM

We submit bids on the following vehicles (specifications attached for each quoted vehicle):

1. One (1) - 1/2 Ton 4x2 Full Size Pickup Truck (Detention Center)

Year 2022 Make FORD Model F150

Bid (per unit) \$ 25,445

Total Bid \$ 25,445

Delivery Time APPROXIMATELY 150 DAYS FROM RECEIPT OF ORDER

2. One (1) - 3/4 Ton 4x4 Full Size Crew Cab Pickup Truck (Fire Marshal)

Year 2022 Make FORD Model F250

Bid (per unit) \$ 35,733

Total Bid \$ 35,733

Delivery Time APPROXIMATELY 180 DAYS FROM RECEIPT OF ORDER

~~AS~~ AS OF DATE OF BID - FINAL ORDER DUE DATE IS - 11/12/2022

3. One (1) - SUV Full Size 4x4 (Sheriff)

Year 2022 Make FORD Model EXPEDITION

Bid (per unit) \$ 43,397

Total Bid \$ 43,397

Delivery Time APPROXIMATELY 180 DAYS FROM RECEIPT OF ORDER

4. Two (2) - Midsize Sedan (DRP)

Year 2022 Make TOYOTA Model CAMRY

Bid (per unit) \$ 22,139

Total Bid \$ 44,278

Delivery Time APPROXIMATELY 120 DAYS FROM RECEIPT OF ORDER

# HEITRICH FLEET SERVICES, INC. ITEM 16

## 5. One (1) - Midsize Sedan (Environmental Programs)

Year 2022 Make TOYOTA Model CAMARY

Bid (per unit) \$ 22,139

Total Bid \$ 22,139

Delivery Time APPROXIMATELY 120 DAYS FROM RECEIPT OF ORDER

## 6. One (1) - Compact SUV (Environmental Programs)

Year 2022 Make FORD Model ESCAPE S

Bid (per unit) \$ 22,998

Total Bid \$ 22,998

Delivery Time APPROXIMATELY 150 DAYS FROM RECEIPT OF ORDER

## 7. One (1) - 1/2 Ton 4x4 Full Size Pickup Truck (Environmental Programs)

Year 2022 Make FORD Model F250

Bid (per unit) \$ 28,853

Total Bid \$ 28,853

Delivery Time APPROXIMATELY 180 DAYS FROM RECEIPT OF ORDER

~~AS OF BID DATE - FINAL ORDERS ARE DUE BY 11/12/2021~~

## 8. Three (3) - 3/4 Ton 4x2 Double/Extended Cab Pickup with Utility Body (DPW/Maint)

Year 2022 Make FORD Model F250

Bid (per unit) \$ 39,497

Total Bid \$ 118,491

Delivery Time APPROXIMATELY 210 DAYS FROM RECEIPT OF ORDER

~~NOTE - 2 - PART BUILD~~

~~AS OF BID DATE - FINAL ORDERS ARE DUE BY 11/12/21~~

9. One (1) - 1/2 Ton 4x4 Full Size Double/Extended Cab Pickup Truck (Mosquito Control)

Year 2022 Make FORD Model F150

Bid (per unit) \$ 31,553

Total Bid \$ 31,553

Delivery Time APPROXIMATELY 150 DAYS AFTER RECEIPT OF ORDER

10. One (1) - Midsize Sedan (Recreation)

Year 2022 Make TOYOTA Model CLARITY

Bid (per unit) \$ 22,139

Total Bid \$ 22,139

Delivery Time APPROXIMATELY 120 DAYS FROM RECEIPT OF ORDER

11. One (1) - 1/2 Ton 4x2 Full Size Pickup Truck (Parks)

Year 2022 Make FORD Model F150

Bid (per unit) \$ 24,931

Total Bid \$ 24,931

Delivery Time APPROXIMATELY 150 DAYS FROM RECEIPT OF ORDER

12. One (1) - 3/4 Ton 4x4 Full Size Pickup Truck (Parks)

Year 2022 Make FORD Model F250

Bid (per unit) \$ 31,851

Total Bid \$ 31,851

Delivery Time APPROXIMATELY 180 DAYS FROM RECEIPT OF ORDER

~~AS~~ AS OF BID DATE - FINAL ORDERS ARE DUE BY 11/12/21

HERTRICH FLEET SERVICES, INC ITEM 16

13. One (1) - Compact 4x2 Cargo Van with Shelving (Library)

Year 2022 Make FORD Model TRANSIT CONNECT

Bid (per unit) \$ 25,878

Total Bid \$ 25,878

Delivery Time APPROXIMATELY 180 DAYS FROM RECEIPT OF ORDER

14. One (1) - ¾ Ton 4x4 Full Size Pickup Truck (DPW Solid Waste)

Year 2022 Make FORD Model F250

Bid (per unit) \$ 31,994

Total Bid \$ 31,994

Delivery Time APPROXIMATELY 180 DAYS FROM RECEIPT OF ORDER

~~XX~~ - AS OF BID DATE - FINAL ORDERS ARE DUE BY 11/12/21

15. Four (4) - ½ Ton 4x2 Full Size Pickup Truck (DPW WWW)

Year 2022 Make FORD Model F150

Bid (per unit) \$ 25,879

Total Bid \$ 103,516

Delivery Time APPROXIMATELY 180 DAYS FROM RECEIPT OF ORDER

16. One (1) - ¾ Ton 4x2 Full Size Pickup Truck with Utility Body & Lift Gate (WWW)

Year 2022 Make FORD Model F250

Bid (per unit) \$ 39,347

Total Bid \$ 39,347


Delivery Time APPROXIMATELY 240 DAYS FROM RECEIPT OF ORDER

~~XX~~ - 2-PART BUILD

~~XXX~~ - AS OF BID DATE - FINAL ORDERS ARE DUE BY 11/12/21

**BID MUST BE SIGNED AND BID VEHICLE SPECIFICATIONS MUST BE ATTACHED TO BE CONSIDERED.**

Please note any specification differences when submitting your bid.

Date: 10 - 18 - 2021  
Signature:  V.P.  
Typed Name: CHRISTOPHER WILDER  
Firm: HERTRICH FLEET SERVICES, INC  
Address: 1427 BAY RD  
MILFORD, DE 19963  
Telephone: 302-422-3300  
Fax: 302-839-0555  
E-Mail Address: cwilder@hertrichs.com

ALTERNATE CONTACT - SUSAN HICKEY  
ADDITIONAL shickey@hertrichfleet.com  
302-422-3300  
800-698-9825

OR

JIM BLECKI  
jblecki@hertrichfleet.com  
302-422-3300  
800-698-9825

ORIGINAL

WORCESTER COUNTY COMMISSIONERS  
VEHICLE BID FORM

We submit bids on the following vehicles (specifications attached for each quoted vehicle):

1. One (1) - 1/2 Ton 4x2 Full Size Pickup Truck (Detention Center)

Year 2022 Make Ford Model F150

Bid (per unit) \$ 25,095.00

Total Bid \$ 25,095.00

Delivery Time 250 Days ARO

2. One (1) - 3/4 Ton 4x4 Full Size Crew Cab Pickup Truck (Fire Marshal)

Year 2022 Make Ford Model F250

Bid (per unit) \$ 34,499.00

Total Bid \$ 34,499.00

Delivery Time 250 Days ARO

3. One (1) - SUV Full Size 4x4 (Sheriff)

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Bid (per unit) \$ \_\_\_\_\_

Total Bid \$ \_\_\_\_\_

Delivery Time \_\_\_\_\_

*NO Bid*  
*NO Bid NO Bid*

4. Two (2) - Midsize Sedan (DRP)

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Bid (per unit) \$ \_\_\_\_\_

Total Bid \$ \_\_\_\_\_

Delivery Time \_\_\_\_\_

*NO Bid*  
*\* NO FORD AVAILABLE \**  
*NO Bid*

ORIGINAL

5. One (1) – Midsize Sedan (Environmental Programs)

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Bid (per unit) \$ \_\_\_\_\_

Total Bid \$ \_\_\_\_\_

Delivery Time \_\_\_\_\_

6. One (1) – Compact SUV (Environmental Programs)Year 2022 Make FORD Model ESCAPE "S"Bid (per unit) \$ 22,995Total Bid \$ 22,995Delivery Time 180 ARO7. One (1) – ½ Ton 4x4 Full Size Pickup Truck (Environmental Programs)Year 2022 Make Ford Model F150Bid (per unit) \$ 28,485.00Total Bid \$ 28,485.00Delivery Time 250 DAYS ARO8. Three (3) – ¾ Ton 4x2 Double/Extended Cab Pickup with Utility Body (DPW/Maint)Year 2022 Make FORD Model F250Bid (per unit) \$ 38,798.00Total Bid \$ 116,394Delivery Time 225 DAYS ARO

ORIGINAL

9. One (1) - 1/2 Ton 4x4 Full Size Double/Extended Cab Pickup Truck (Mosquito Control)

Year 2022 Make Ford Model F150

Bid (per unit) \$ 31,295.00

Total Bid \$ 31,295.00

Delivery Time 225 DAYS ARO

10. One (1) - Midsize Sedan (Recreation)

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Bid (per unit) \$ NO Bid

Total Bid \$ \_\_\_\_\_

Delivery Time N/A

11. One (1) - 1/2 Ton 4x2 Full Size Pickup Truck (Parks)

Year 2022 Make Ford Model F150

Bid (per unit) \$ 25,094.00

Total Bid \$ 25,094.00

Delivery Time 250 DAYS ARO

12. One (1) - 3/4 Ton 4x4 Full Size Pickup Truck (Parks)

Year 2022 Make FORD Model F250

Bid (per unit) \$ 31,400.00

Total Bid \$ 31,400.00

Delivery Time 225 ARO DAYS

ORIGINAL

**13. One (1) – Compact 4x2 Cargo Van with Shelving (Library)**

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Bid (per unit) \$ \_\_\_\_\_

Total Bid \$ \_\_\_\_\_

Delivery Time \_\_\_\_\_

*NO Bid*

**14. One (1) – ¾ Ton 4x4 Full Size Pickup Truck (DPW Solid Waste)**

Year 2022 Make FORD Model F-250 w/BACKRACK

Bid (per unit) \$ 33,899

Total Bid \$ 33,899

Delivery Time 225 DAYS ARO

**15. Four (4) – ½ Ton 4x2 Full Size Pickup Truck (DPW WWW)**

Year 2022 Make FORD Model F-150

Bid (per unit) \$ 32,864.00

Total Bid \$ 131,456.00

Delivery Time 225 DAYS ARO

**16. One (1) – ¾ Ton 4x2 Full Size Pickup Truck with Utility Body & Lift Gate (WWW)**

Year 2022 Make FORD Model F-250

Bid (per unit) \$ 37,995.00

Total Bid \$ 37,995.00

Delivery Time 225 DAYS ARO

BID MUST BE SIGNED AND BID VEHICLE SPECIFICATIONS MUST BE ATTACHED TO BE CONSIDERED.

ORIGINAL

Please note any specification differences when submitting your bid.

Date: 10/18/2021

Signature: Justin A Skipper

Typed Name: Justin A Skipper

Firm: Apple Ford INC

Address: 8500 STANFORD Blvd  
Colombia MD 21045

Telephone: 413-539-1223

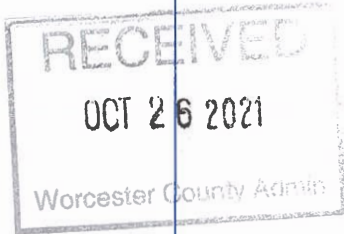
Fax: 410-312-0923

E-Mail Address: JSkipper@AppleFord.com

\* Please Note- we MUST HAVE

ALL F-250 - F-350 P/O's By 11/10/21 At Latest.

IF received AFTER DATE, my Bid Price will NO LONGER  
Be good FOR F250-F350. ORDER BANK will CLOSE. \*



Worcester County  
DEPARTMENT OF PUBLIC WORKS  
6113 TIMMONS ROAD  
SNOW HILL, MARYLAND 21863

DALLAS BAKER JR., P.E.  
DIRECTOR

JOHN S. ROSS, P.E.  
DEPUTY DIRECTOR

TEL: 410-632-5623  
FAX: 410-632-1753

MEMORANDUM

TO: Weston Young, Chief Administrative Officer  
FROM: Dallas Baker, Jr., P.E., Director  
DATE: October 25, 2021  
SUBJECT: Allan Myers Bid Protest

DIVISIONS

MAINTENANCE  
TEL: 410-632-3766  
FAX: 410-632-1753

ROADS  
TEL: 410-632-2244  
FAX: 410-632-0020

SOLID WASTE  
TEL: 410-632-3177  
FAX: 410-632-3000

FLEET MANAGEMENT  
TEL: 410-632-5675  
FAX: 410-632-1753

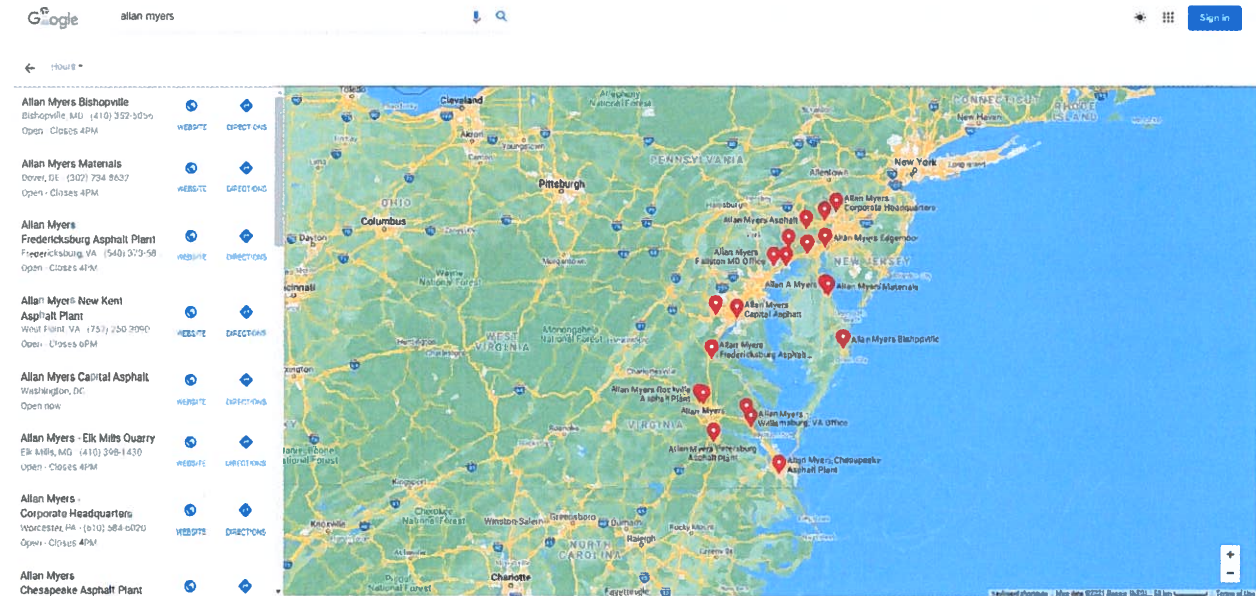
WATER AND  
WASTEWATER  
TEL: 410-641-5251  
FAX: 410-641-5185

Public Works has received a bid protest (attached) from Allan Myers in response to the recent award of the FY '22 paving contract to Chesapeake Paving. In the bid protest, Allan Myers highlights they have an asphalt plant in Bishop, Maryland / Worcester County and should therefore be considered a local company. A Google search of Allan Myers locations does show a plant in Bishopville, along with 20 other locations throughout Maryland, Delaware, Virginia, and Pennsylvania (see below). Their corporate headquarters are listed as 1805 Berks Rd, Worcester, PA 19490. For comparison, Chesapeake Paving has 2 locations listed, one in Parsonsburg and another in Salisbury. Calling the number listed, the person answering the phone confirmed Chesapeake Paving's address as 2445 N. Zion Rd., Salisbury, MD 21801. The Parsonsburg location was their old office. The location shown in norther Virginia is not affiliated with Chesapeake Paving and the similar name is coincidence.

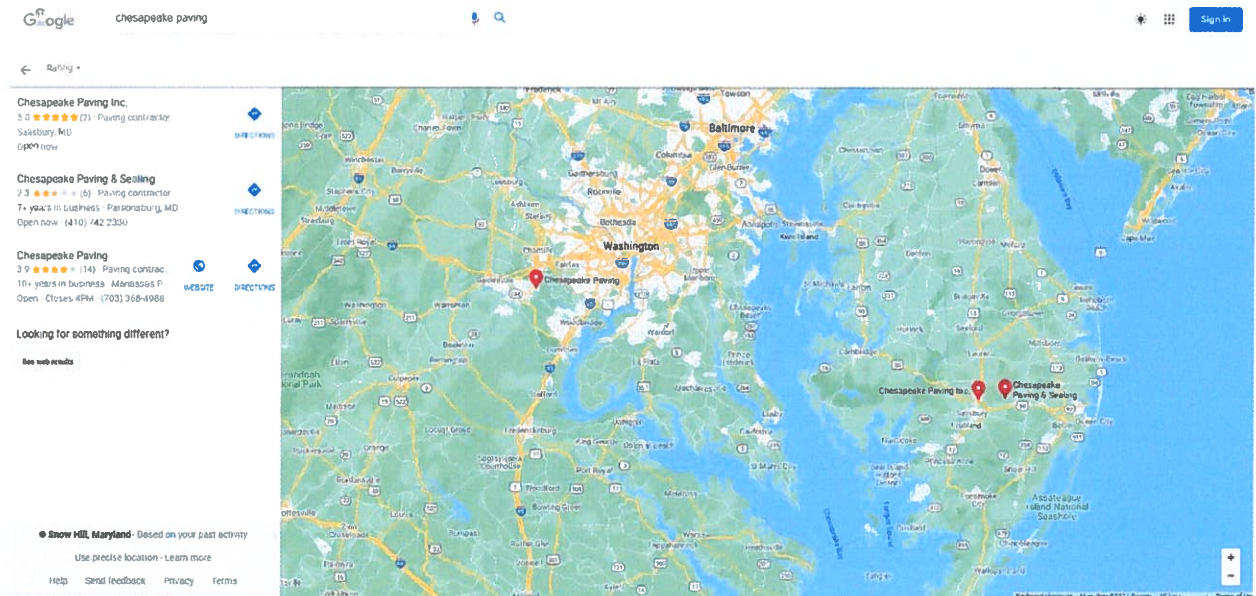
While both companies have employees that live in Worcester County, Maryland, the spirit of the local preference guidance in Resolution 18-19 (attached) would appear to favor Chesapeake Paving which is why they were recommended over Allan Myers.

Lastly, Allan Myers is correct in their analysis that only one road would need to be deleted from the paving schedule if they were chosen.

### ALLAN MYERS LOCATIONS



### CHESAPEAKE PAVING LOCATION(S)



In conclusion, both companies are reputable and do good work however, we recommend keeping the bids as is.

If you have any questions, please feel free to contact me.

### Attachments

cc: Kevin Lynch, Roads Superintendent



ITEM 17  
RECEIVED  
10/22/21

October 20, 2021

Mr. Dallas Baker, Jr., PE  
Director  
Worcester County  
Department of Public Works  
6113 Timmons Road  
Snow Hill, MD 21863

Re: Bid Protest of Bid Recommendation FY 22 Blacktop Surfacing of County Roadways

Mr. Baker,

As per our conversation today, Allan Myers MD, Inc. hereby protests the award of the above referenced Contract to Chesapeake Paving & Sealing. Per the attached recommendation, the decision to award to Chesapeake is due to their company being a "local" Company within 10%. Allan Myers is a local company with a blacktop plant and business located in Bishop, MD which is in Worcester County. Some of the people who would perform the work live in Worcester County. Chesapeake's business is in Wicomico County not Worcester County. It is true that Allan Myers has business locations in other states, however, we choose to set up shop in Bishop, MD to supply and install blacktop to support the local area and people that work for us. If there is a specific code within the Worcester County bid statutes that allow for the use of a local preference than please forward it to me, because I am not aware of one.

Also, by awarding to Chesapeake, Worcester County has increased the cost to its taxpayers because Chesapeake's price to perform this contract is higher than Myers. If you had awarded to Myers, then you would have only had to delete one road not two as you did because of Chesapeake's higher cost.

Allan Myers is the only true local business located in Worcester County, MD plus we had the lowest responsible price, the Contract award to Chesapeake should be rescinded and the Contract should be awarded to Allan Myers MD, Inc.

Sincerely,

A handwritten signature in blue ink that reads 'Richard W. Dungan'.

Richard W. Dungan, P.E.  
President



**Worcester County**  
**DEPARTMENT OF PUBLIC WORKS**  
 6113 TIMMONS ROAD  
 SNOW HILL, MARYLAND 21863

**MEMORANDUM**

**RECEIVED**  
 OCT 12 2021  
 Worcester County Admin

**DALLAS BAKER JR., P.E.**  
 DIRECTOR

**JOHN S. ROSS, P.E.**  
 DEPUTY DIRECTOR

TEL: 410-632-5623  
 FAX: 410-632-1753

**TO: Weston Young, Chief Administrative Officer**  
**FROM: Dallas Baker, Jr., P.E., Director** *Dallas Baker*  
**DATE: October 12, 2021**  
**SUBJECT: Bid Recommendation**  
**FY22 Blacktop Surfacing of County Roadways**

**DIVISIONS**

**MAINTENANCE**  
 TEL: 410-632-3766  
 FAX: 410-632-1753

**ROADS**  
 TEL: 410-632-2244  
 FAX: 410-632-0020

**SOLID WASTE**  
 TEL: 410-632-3177  
 FAX: 410-632-3000

**FLEET MANAGEMENT**  
 TEL: 410-632-5675  
 FAX: 410-632-1753

**WATER AND WASTEWATER**  
 TEL: 410-641-5251  
 FAX: 410-641-5185

Bids were received and opened on Monday, September 27, 2021 for the blacktop resurfacing of approximately 13.20 miles (69,706 feet) of County roadway. Attached for your review and approval are the five bids received along with a summary of cost listed below.

Vendor	<u>Cost Per Ton</u>	<u>Total Estimated Cost</u>
Allan Myers, Fallston, MD	\$71.90	\$1,024,646.90
Chesapeake Paving & Sealing, Inc., Salisbury, MD	\$73.50	\$1,047,448.50
George & Lynch, Inc., Dover, DE	\$80.54	\$1,147,775.54
R.L. Ewing Contractors, Inc., Easton, MD	\$83.52	\$1,190,243.52
ECM Corporation, Fort Washington, MD	\$96.00	\$1,368,096.66

Upon review, it was determined that all five bids received did meet the required specifications; however, due to the bids coming in slightly higher than estimated this has resulted in an overage of \$47,448.50. It is requested that the Commissioners approve and accept the bid submitted by Chesapeake Paving & Sealing, Inc., at \$73.50 per ton to include the deletion of John Walter Smith Park Road for 476 tons (\$34,986.00) and Sirman Drive for 188 tons (\$13,818.00) for a total bid price of \$998,644.50. Chesapeake Paving & Sealing is a local company and is within 10% of the lowest bid submitted by Allan Myers.

Funding in the amount of \$1,000,000.00 for the purchase of Bituminous Concrete was approved in the current FY22 operating budget in the general fund account 100.1202.6140.010. Should you have any questions, please don't hesitate to call me.

Attachments

cc: Kevin Lynch, Roads Superintendent

## Competitive Bid Worksheet

**Item: Blacktop Surfacing of County Roadways FY22**

Bid Deadline/Opening Date: 1:00 P.M., Monday, September 27, 2021

Bids Received by deadline = 5

<u>Vendor's Submitting Bids</u>	Blacktop Surfacing 13.20 miles of Roads 14,251 Tons± of Superpave 9.5mm Bituminous Concrete - 1.5" depth <u>Fixed Price per Ton</u>	<u>Total Cost</u>
<b>R.L. Ewing Contractors, Inc.</b> 9950 Klondike Road Easton, Maryland 21601	<u>\$83.52</u>	<u>\$1,190,243.52</u>
<b>ECM Corporation</b> 12317 Riverview Road Fort Washington, Maryland 20744	<u>\$96.00</u>	<u>\$1,368,096.66</u>
<b>Chesapeake Paving and Sealing</b> 2445 N. Zion Road Salisbury, Maryland 21801	<u>\$73.50</u>	<u>\$1,047,448.50</u>
<b>George &amp; Lynch, Inc.</b> 150 Lafferty Lane Dover, Delaware 19901	<u>\$80.54</u>	<u>\$1,147,775.54</u>
<b>Allan Myers MD, Inc.</b> PO Box 278 Fallston, Maryland 21047	<u>\$71.90</u>	<u>\$1,024,646.90</u>
_____	_____	_____
_____	_____	_____

A1 - BID FORM

“FY22 – Blacktop Bid”

I/We have reviewed the specifications and provisions for furnishing and applying approximately 14,251 tons± of Superpave 9.5mm Bituminous Concrete (1-1/2 inches± compacted depth) to approximately 13.20 miles (69,706 feet)± of roads at various locations in Worcester County. I/We hereby propose to furnish and apply:

14,251 Tons± Bituminous Concrete @ \$ 71.90 fixed price per ton = \$ 1,024,646.90

Work is to be completed by June 1, 2022.

*Worcester County reserves the right to adjust the quantities depending on varying circumstances*

**BID MUST BE SIGNED TO BE VALID.**

Date: 9/27/21

Signature: Richard W. Dungan

Typed Name: Richard W. Dungan

Title: President

Firm: Allan Myers MD, Inc.

Address: P.O. Box 278, Fallston, MD 21047

Phone: 410-879-3055

**NOTICE TO BIDDERS****Blacktop Surfacing of Roadways  
Worcester County, Maryland**

The Worcester County Commissioners are currently accepting bids for county-wide surfacing of various sections of roadways in Worcester County to be completed by June 1, 2022 requiring approximately 14,251 Tons of Superpave 9.5mm Bituminous Concrete for paving of roughly 13.20 miles (69,706 feet) of road for the Roads Division of Public Works. Bid specification packages and bid forms are available from the Office of the County Commissioners, Room 1103 – Worcester County Government Center, One West Market Street, Snow Hill, Maryland 21863, obtained online at [www.co.worcester.md.us](http://www.co.worcester.md.us) or by calling the Commissioners' Office at 410-632-1194 to request a package by mail. **Sealed bids will be accepted until 1:00 p.m., Monday, September 27, 2021**, in the Office of the County Commissioners at the above address, at which time they will be opened and publicly read aloud. Envelopes shall be marked "**Blacktop Bid**" in the lower left-hand corner. After opening, bids will be forwarded to the Department of Public Works for tabulation, review and recommendation to the County Commissioners for their consideration at a future meeting. In awarding the bid, the Commissioners reserve the right to reject any and all bids, waive formalities, informalities and technicalities therein, and to take whatever bid they determine to be in the best interest of the County considering lowest or best bid, quality of goods and work, time of delivery or completion, responsibility of bidders being considered, previous experience of bidders with County contracts, or any other factors they deem appropriate. All inquiries shall be directed to Kevin Lynch, Roads Superintendent, at 410-632-2244, Monday through Thursday, 6:00 a.m. to 4:30 p.m.

## Bid Specifications

The Worcester County Commissioners are currently accepting bids on Bituminous Concrete. Sealed bids will be accepted until **1:00 PM, Monday, September 27, 2021**, at the Worcester County Commissioners Office, Room 1103, Worcester County Government Center, One West Market Street, Snow Hill, MD 21863 at which time they will be opened and publicly read aloud. After opening, bids will be forwarded to the Department of Public Works for tabulation, review and recommendation to the County Commissioners for award at a future date. **Envelopes must be marked in lower left corner with "Blacktop Bid"**.

The work is to be completed by **June 1, 2022**. No bid bond is required. If all work is not completed as specified within liquidated damages shall be imposed as stated. A **pre-construction meeting will be required within five (5) days prior to commencement of work.**

### ITEM I - BLACK TOP SPECIFICATIONS:

All paving will be done in accordance with the requirements and covenants of the Maryland State Highway Administration's Specifications of March 1968 and all subsequent addenda thereto, the plans of the proposed improvements and the special provisions contained herein.

The contractor will provide, erect and maintain all necessary barricades, danger signals and signs provide sufficient number of **certified flaggers** and take all necessary precaution for the protection of the work and safety of the public.

The contractor will use Bituminous Concrete Material Surface Course which will be placed at approximately one and one-half (1-1/2) inches± compacted depth, Superpave 9.5mm. Quantities are approximate and unit prices shall apply regardless of any increase or decrease in the estimated quantities.

This item, "Bituminous Concrete", shall be paid for on a per ton basis, which price and payment shall constitute full compensation for furnishing, hauling and placing, preparation of all materials and for all labor, equipment, tools and incidentals necessary to complete this item. All milling of joints are to be included in bid price which include but not limited to driveways, intersections, curbing, etc. Milled joints are to be adequately signed and shall not be milled more than 1 day prior to paving. Any wedging of roads to be paved shall be determined by the inspector or Roads Superintendent. The tons of bituminous concrete required for wedging shall be deducted from the total tons required for paving "said road" or will be deducted from the total tons required for the entire project.

A materials laboratory under the direction of a competent laboratory technician or engineer shall be available at the plant site at all times during the mixing of bituminous concrete. Bitumen extraction, marshall, stability tests and aggregate gradation will be required at the discretion of the engineer. This will not be a pay item and considered as incidental to the construction.

Miscellaneous: **No work will be performed on weekends or holidays.**

**WARRANTY:**

All work and materials shall be warranted for a period of one year. This shall include but not be limited to slippage or tearing.

**DESCRIPTION:**

The project requires the furnishing and application of all specified asphalt and Aggregate cover materials. The contractor provides all necessary labor, equipment and materials, including maintenance of traffic items.

Asphalt distributing equipment per SHA specifications.

Power broom required. See following section below.

The contractor shall use two (2) 12-15 ton steel wheel rollers. Anything less will **not** be accepted.

Contractor shall assign a sufficient number of trucks to each job site to allow for continuous paving of each road without affecting the efficiency of the paving process. The amount of trucks will be determined sufficient by either the inspector or the Roads Superintendent. If the amount of trucks is determined to be insufficient, then the operation will cease until these corrections are made.

Contractor shall ensure that a sufficient of employees is on-site to complete the job in a safe and efficient manner. This will be determined by the inspector or Roads Superintendent. If it is determined that the number of employees are insufficient, then the operation will cease until these corrections are made.

All other equipment per SHA specifications or as required for successful prosecution of the work.

**Weather:**

Referenced SHA section 503.03.02

**Foundation Preparation:**

The County will trim the shoulders of roads to be paved.

The County will patch all ruts or potholes as deemed necessary.

The contractor shall power broom the surface to remove all loose and foreign materials prior to application of the asphalt. The power broom, operator, fuel, maintenance, and traffic control will not be paid for directly, and is considered incidental to the pay items in the schedule of prices.

**Verification:**

The type, quantity, and temperature of asphalt material applied must be verified to the satisfaction of the inspector.

**Maintenance, Protection and Performance of the Work:**

The contractor shall exercise control of the delivery and application of asphalt materials to prevent damage to the roadway surface. Contractor shall be responsible for all delivery trucks and operators to assure no damage is done to recently laid mat. Delivery drivers will not be allowed to use diesel fuel for the purpose of cleaning dump bodies of the trucks in area where new mat is to be laid.

**POC:**

The contractor shall designate a contact person and telephone number for the handling of complaints or claims of the public due to the contractor's operation.

**Mail and paper box care:**

The contractor's attention is called to mail or paper boxes on this project that may be within the limit of work. These boxes if required to be moved for equipment shall be the contractor's responsibility. They shall be moved to a suitable location that mail and papers may be received as usual. When construction in a given area has reached the stage that there is no more conflict with such boxes, they shall be placed permanently at or near their original location to conform to U.S. postal requirements. If these boxes or their supports are damaged by the contractor during construction of this project, they shall be repaired or replaced in kind at the contractor's expense. No additional payment will be made to the contractor for adjustments to the existing mail and or paper boxes, but will be considered incidental to other pay items.

**MAINTENANCE OF TRAFFIC**

Conformance requirements:

SHA "Standard Specifications for Construction and Materials" (SHA Standard Specifications) section 104

SHA "Book of Highway Standards"

FHA "Manual on Uniform Traffic Control Devices" (MUTCD)

The contractor must maintain traffic at all times throughout the entire length of the project, including public and private and commercial entrances, street intersections, etc.

**Traffic Manager (TM) - Traffic Control Plan (TCP)**

Referenced SHA section 104.02.03

The contractor shall appoint a Traffic Manager responsible for Maintenance of Traffic conformance requirements. This individual shall develop and submit to the County a Traffic Control Plan suitable to his plan of construction for a given location. This plan will be reviewed with the project inspector and jointly agreed upon prior to starting the work. If during the course of the work adjustments are necessary to traffic control measures the contractor shall take corrective action as required or directed.

**Temporary Traffic Signs (TTS):**

The contractor shall furnish and install all necessary TTS as required by Sec. 6B of the MUTCD.

**Cones:**

Cones shall meet the requirements of Sec. 104.14 SHA Standard Specifications.

**Flaggers-Pilot Vehicles-Radio Communication:**

The contractor shall furnish all necessary MD SHA Certified flag persons in conformance with Section 6F of the MUTCD and Sec. 104.15 of the SHA Standard Specifications. Flaggers shall use STOP/SLOW paddles. Two-way radios or pilot vehicles shall be used whenever flaggers are not within sight distance of each other, or when directed by the Engineer. If there are not enough Certified Flaggers, the paving operation will cease until adequate safety concerns are addressed.

**Basis of Payment:**

All aforementioned items under this section Maintenance of Traffic will NOT be paid for directly and shall be considered incidental to the other pay items.

**MOBILIZATION:**

Movement of personnel and equipment to and from the project sites and staging equipment will not be paid for directly and shall be considered incidental to the other pay items.

**METHOD OF MEASUREMENT AND BASIS OF PAYMENT**

All correspondence and invoices are to be sent to the Worcester County Department of Public Works, Roads Division, 5764 Worcester Highway, Snow Hill, MD 21863.

The County Commissioners shall be the sole judge as to whether or not any bid meets specifications. The County Commissioners reserve the right to accept or reject any bid in the best interest of the County.

1. **LIQUIDATED DAMAGES** - If the Successful Vendor shall fail to start and complete the project within the time frame stated above, the County shall assess liquidated damages in the amounts listed below per calendar day for each and every day the Successful Vendor fails to complete the contract.

<u>Amount of Contract</u>	<u>Liquidated Damages per Day</u>
Less than \$10,000	\$100.00
\$10,000 or less than \$100,000	\$250.00
\$100,000 or less than \$500,000	\$750.00
\$500,000 or more	\$1,000.00

Or will be based on actual cost to the County, whichever is greater.

The designated County project manager reserves the option to extend the scheduled completion date or waive the liquidated damages clause in its entirety if he is of the opinion that extenuating circumstances deemed such action appropriate.

2. **CONTRACTOR'S INSURANCE** - The contractor shall take out and maintain during the life of this contract, Workmen's Compensation Insurance for all of his or any subcontractor's employees employed at the site of the work; and such Public Liability and Property Damage Insurance as shall protect him from claims which may arise from operations under this contract for personal injury (including accidental death) as well as for property damage - whether such operations are by himself or by any subcontractor, or by anyone directly employed by them.

Public Liability Insurance shall be in the amount not less than \$500,000 for injuries, including wrongful death to any one person; and, subject to the same limit for each person, in an amount not less than \$1,000,000 on account of one accident.

Property Damage Insurance shall be in an amount not less than \$500,000 for damages on account of any one accident, and in an amount not less than \$1,000,000 for damages on account of all accidents.

**MEASUREMENT AND PAYMENT**

1. **MEASUREMENT OF QUANTITIES** - The Engineer shall make final measurements to determine the quantities of various items of work performed as the basis of final settlement. Pay weight for all items to be paid for by weight shall be determined by actual certified scale weight, certified shipping

## ITEM 17

weight, or by computed weight as specified herein. Materials specified for measurement by tallying of vehicles shall be hauled only in approved units, the carrying capacity of which has been pre-determined. Each hauling unit shall be marked to designate its approved capacity.

2. **PARTIAL PAYMENTS** - Partial payments shall be made monthly in an amount not greater than 90% of the money earned during the pay month. The Contractor shall prepare the application for payment in form satisfactory to the Engineer. Process time shall be thirty (30) days upon receipt.
3. **ACCEPTANCE AND FINAL PAYMENT** - When in the opinion of the Engineer, the Contractor has completed the work in a satisfactory manner in accordance with the terms of the contract, the Engineer shall make final inspection of the entire project and shall certify in writing to the County as to the completion of the work submitting with this report the final estimate showing the amount of each item of work performed as the value thereof.
4. **RELEASE OF LIENS** - The Contractor shall deliver (in a form satisfactory to the owner) a written report to the effect that all bills for labor, materials, and supplies have been paid or satisfactorily secured.
5. **CONSENT OF SURETY** - Projects bonded by a surety bond will require written **CONSENT OF SURETY FOR FINAL PAYMENT.**

END OF SECTION

## A1 - BID FORM

## "FY22 – Blacktop Bid"

I/We have reviewed the specifications and provisions for furnishing and applying approximately 14,251 tons± of Superpave 9.5mm Bituminous Concrete (1-1/2 inches± compacted depth) to approximately 13.20 miles (69,706 feet)± of roads at various locations in Worcester County. I/We hereby propose to furnish and apply:

14,251 Tons± Bituminous Concrete @ \$ 73.50 fixed price per ton = \$ 1,047,448.50

Work is to be completed by June 1, 2022.

*Worcester County reserves the right to adjust the quantities depending on varying circumstances*

**BID MUST BE SIGNED TO BE VALID.**

Date: 9/24/2021 Signature: Jeff B

Typed Name: Jeffrey W. Brown

Title: Owner/President

Firm: Chesapeake paving and Sealing

Address: 2445 N. Zion rd  
Salisbury, MD 21801

Phone: 410-742-2330

A1 - BID FORM

“FY22 – Blacktop Bid”

I/We have reviewed the specifications and provisions for furnishing and applying approximately 14,251 tons± of Superpave 9.5mm Bituminous Concrete (1-1/2 inches± compacted depth) to approximately 13.20 miles (69,706 feet)± of roads at various locations in Worcester County. I/We hereby propose to furnish and apply:

14,251 Tons± Bituminous Concrete @ \$ 80.54 fixed price per ton = \$ 1,147,775.54

Work is to be completed by June 1, 2022.

*Worcester County reserves the right to adjust the quantities depending on varying circumstances*

**BID MUST BE SIGNED TO BE VALID.**

Date: 9/27/2021

Signature: 

Typed Name: Jeffrey L. Norman

Title: Vice President

Firm: George & Lynch, Inc.

Address: 150 Lafferty Lane  
Dover, DE 19901

Phone: 302-736-3031

## A1 - BID FORM

## "FY22 - Blacktop Bid"

I/We have reviewed the specifications and provisions for furnishing and applying approximately 14,251 tons± of Superpave 9.5mm Bituminous Concrete (1-1/2 inches± compacted depth) to approximately 13.20 miles (69,706 feet)± of roads at various locations in Worcester County. I/We hereby propose to furnish and apply:

14,251 Tons± Bituminous Concrete @ \$ 83.52 fixed price per ton = \$ 1,190,243.52

Work is to be completed by June 1, 2022.

*Worcester County reserves the right to adjust the quantities depending on varying circumstances*

**BID MUST BE SIGNED TO BE VALID.**

Date: 9/27/21

Signature: 

Typed Name: Dean Strawbridge

Title: Estimator

Firm: R. L. Ewing Contractors Inc.

Address: 9950 Klondike Rd  
Easton MD 21601

Phone: 410-253-3312

## A2 - PROPOSED PAVING LIST FY22

<i>1-1/2 inches± compacted depth</i>		<b><u>Length – feet</u></b>	<b><u>Width</u></b>	<b><u>Tons</u></b>
Blueberry Road	Donoway Road - Shavox Church Rd	6,442	18'	1,200
Byrd Road	Rt 366 - Pocomoke Landfill Rd	10,771	18'	1,939
Disharoon Road	Rt 354 - Joint	9,504	18'6"	1,778
Dogwood Drive		1,162	20'	262
Ironshire Station Road	Rt 113 - joint past Kenny Littletons	19,219	22'	4,228
John Walter Smith Park Rd	Rt 365 - road end	1,742	25'	476
Mt. Olive Church Road	Rt 12 - joint	7,392	20'	1,478
Paige Court		581	18'	105
Sinepuxent Road	#11521 - Lewis Road	5,132	21'	1,078
Sirman Drive		792	20'	188
Stevens Road	St Lukes Rd - McGrath Rd	6,230	22'	1,386
West Hills Drive		739	18'	133

69,706 feet  
(13.20 miles)

14,251

A1 - BID FORM

“FY22 – Blacktop Bid”

I/We have reviewed the specifications and provisions for furnishing and applying approximately 14,251 tons± of Superpave 9.5mm Bituminous Concrete (1-1/2 inches± compacted depth) to approximately 13.20 miles (69,706 feet)± of roads at various locations in Worcester County. I/We hereby propose to furnish and apply:

14,251 Tons± Bituminous Concrete @ \$ 96<sup>00</sup> fixed price per ton = \$ 1,368,096<sup>00</sup>

Work is to be completed by June 1, 2022.

*Worcester County reserves the right to adjust the quantities depending on varying circumstances*

**BID MUST BE SIGNED TO BE VALID.**

Date: 09/27/2021

Signature: 

Typed Name: Diana B. Hernandez

Title: President

Firm: ECM Corporation

Address: 12317 Riverview Rd  
Fort Washington, MD 20744

Phone: (301) 880-9729

RESOLUTION NO. 18 - 19

**RESOLUTION REVISING AND RE-ADOPTING  
FINANCIAL MANAGEMENT RULES AND PROCEDURES  
FOR COUNTY DEPARTMENTS**

WHEREAS, the County Commissioners of Worcester County, Maryland (hereafter "County Commissioners") are entrusted by the taxpayers and citizens of Worcester County with the responsibility to adequately safeguard the public funds of the County and ensure that such funds are properly spent and accounted for; and

WHEREAS, the County Commissioners passed and adopted a Resolution on February 13, 1990 which was subsequently revised and re-adopted by Resolution No. 02-46 on November 19, 2002 to provide Financial Management Rules and Procedures for County Departments which consolidated all budget procedures, purchasing procedures, and other financial management matters into one document in order to ensure that all County Department Heads were familiar with said rules and procedures; and

WHEREAS, the County Commissioners have determined it to be necessary and advisable to update said Rules and Procedures;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND that the Financial Management Rules and Procedures for County Departments adopted by Resolution No. 02-46 on November 19, 2002 are hereby repealed and re-adopted to read as follows:

**WORCESTER COUNTY  
FINANCIAL MANAGEMENT RULES AND PROCEDURES  
FOR COUNTY DEPARTMENTS.**

I. **Budget Procedures.** The budget procedures described herein are in addition to the requirements set forth in Section CG 4-201 of the County Government Article of the Code of Public Local Laws of Worcester County, Maryland governing the County Expense Budget. That Section is attached hereto as Appendix "A".

- A. **Annual Budget Submission:** Each Department Head shall annually submit a requested budget for the next fiscal year. The requested budget shall be submitted to the Chief Administrative Officer on such date as identified in the Budget Adoption Schedule approved by the County Commissioners for that year. The budget shall be submitted in such manner and in such form as the Chief Administrative Officer may prescribe. The requested budget shall consist of a personnel budget and detailed expense budget which shall include comparative data showing amounts approved for the current year and amounts actually expended for the current year for each line item.

Agencies which maintain their own separate cash fund accounts shall be required to submit, as part of their requested budget, current balance sheets which shall indicate assets, liabilities, and restricted and unrestricted fund balances.

- B. Budget Approval and Authorization: The County Commissioners shall approve an annual budget for each department and agency. Approval of the budget shall constitute authorization to the Department Head to procure only those items identified in the approved budget which are not subject to any additional rules set forth herein.
- C. Authorization to Over-Expend: No budget account may be over-expended without the approval of the County Commissioners. If a Department Head anticipates that a budget account will become over-expended, they should notify the County Commissioners in writing and identify, if possible, another budget account within their department which may be under-expended. The County Commissioners may then authorize an over-expenditure in one budget account with a corresponding expected under-expenditure in another account. The County Commissioners may also authorize, in their sole discretion, an over-expenditure without a corresponding under-expenditure.
- D. Lapsed Appropriations: All unexpended or unencumbered appropriations in the current expense budget remaining at the end of the fiscal year shall revert to the County's unappropriated surplus except as may be provided herein. Expenditures in excess of \$2,000 for which contracts have been issued may be considered as accounts payable as of the end of the fiscal year if the actual expenditure occurs within sixty (60) days of the end of the fiscal year. Department Heads may submit a request to the County Commissioners, for authorization to carry forward to the next fiscal year any appropriation which is not expected to be expended prior to June 30. Such requests shall include documentation as to why the appropriation was unable to be expended prior to the end of the fiscal year and information indicating when the expense will be incurred. The County Commissioners may approve these authorizations as encumbrances against the budget year so ending.

**II. General Purchasing Procedures.** These procedures generally govern all purchasing. Additional specific procedures may apply to certain categories of purchases which are identified in Section III.

- A. Items Requiring Competitive Bidding: With the exception of vehicles, any items, or group of items, purchased under the same contract from the same vendor, estimated to be in excess of \$25,000 shall be purchased in accordance with bidding procedures referenced in Section IV hereof. Unless waived by the County Commissioners, competitive bidding is required for purchase of all vehicles regardless of the estimated price.
- B. Items Not Requiring Bidding: Where formal bidding is not required it shall be the responsibility of the Department Head to solicit comparative prices to perform the work or supply the products in accordance with the specifications from known suppliers of such products in accordance with the following guidelines: for items estimated to cost between \$10,000 and \$24,999, at least three proposals shall be solicited; for items estimated to cost between \$2,000 and \$9,999, at least two proposals shall be solicited; and for items estimated to cost below \$2,000, comparative proposals are preferred but not required, provided that in all cases, the Department Head shall make purchases with consideration to best possible price and value.

- C. Priority to Worcester County Vendors: Department Heads shall make an affirmative effort to give priority to Worcester County Vendors when purchasing non-bid items. Lowest available price criteria may be waived in favor of business location.
- D. Purchase Receipts: A copy of the signed payable edit listing signed by the Department Head or designee is to be forwarded to the Treasurer's Office with the vendors invoice after the goods have been received.
- E. County Discount and Tax Exemption: The Department Head shall insure that the County receives any applicable governmental discount and that State sales tax is not charged on any order unless required by the State. Under no circumstances may the County's tax exempt status or discount qualification status be used for the benefit of any personal or non-governmental purchase.
- F. Credit Card Purchases: Where a department has been issued and authorized credit cards, it shall be the responsibility of the Department Head to maintain proper control of the access to and use of the credit card and to insure that the credit card is used only for proper and authorized governmental purposes. A credit card may generally be used for certain travel, lodging, and meal expenses. A credit card should not be used to purchase any item which can be acquired under the standard purchasing procedures. A County credit card may not be used for any personal or non-governmental expense. When making credit card purchases the purchaser should secure a copy of the charge slip which clearly identifies the nature of the purchase and the account to which the purchase is to be charged. The charge slips shall be forwarded to the appropriate Department Head or the County Administration Office prior to the next billing date for the credit card. Debit cards may be used in a similar fashion as credit cards with the approval of the County Commissioners.
- G. Purchases from Petty Cash: Departments which maintain petty cash accounts may use the petty cash to make minor (generally less than \$50) purchases, to reimburse employees for minor miscellaneous out-of-pocket expenses (such as tolls), and to make other minor purchases where cash is required immediately. Adequate petty cash records should be maintained which include disbursement forms (which include descriptions and account numbers) and receipts for any items purchased. Requests for replenishment of petty cash accounts shall include a summary of charges and accounts to be charged and a report on the present balance of the petty cash account.
- H. Payment of Invoices: Invoices should first be reviewed by the Department Head to verify that the amounts are correct and that the goods have been received. The Department Head should forward the signed payable edit listing and invoice to the Treasurer's Office for processing and payment. The invoice or signed payable edit listing must indicate which of the Department's budget accounts should be charged. Checks will be prepared and signed and will be available for mailing to vendors each week. Normally all payments will be processed as identified above.
- I. Payment in Advance: State law prohibits the County government from making any payments to any contractor or vendor in advance of the actual receipt of the goods or completion of the work unless a performance bond has been posted by the vendor. This means that no such payments will be made in advance unless a performance bond has been submitted to and accepted by the County Commissioners. The Department Head is

responsible for certifying on the invoice that the goods have actually been received or that the work has actually been completed.

- J. Emergency Purchasing: An emergency condition is a situation that creates a threat to public health, welfare, or safety such as may arise from hurricanes, fires, floods, equipment failures, or other such reason as determined by the Chief Administrative Officer, or following an Emergency Declaration by the County Commissioners. The existence of such condition creates an immediate and serious need for supplies, equipment, materials, and services that cannot be met through normal procurement methods and the lack of which would threaten the function of County government or the health and welfare of County residents.

In case of an emergency which requires immediate purchase of supplies, equipment, materials, and services the Department Head with the approval of the Chief Administrative Officer is authorized to secure the items needed to protect the health or general welfare of the citizens of the County. Emergency procedures shall be limited to a quantity of those supplies, equipment, or contractual services necessary to meet the emergency. The Department Head making the emergency purchase shall notify the Finance Officer of any such purchase made no later than the first County working day following the purchase, unless extended by the Chief Administrative Officer. Such notification shall include a report containing a summary of the quotations received, a copy of the delivery record, and a written explanation of the circumstances of the emergency.

**III. Procurement Procedures for Specific Items.** In addition to the procedures set forth in Section II, the following procedures will apply to the specific categories of purchases identified below.

- A. Building and Property Expenses: Unless authorized otherwise by the County Commissioners, all purchases relating to County building maintenance and supplies (including janitorial supplies) shall be purchased by the County Public Works Department, which is authorized to charge the appropriate departmental building expense accounts for any such purchases.
- B. Vehicle Expenses: Except in emergency conditions or during extended out-of-County travel, all gasoline shall be acquired from the County's gas pumps or any other designated state or county facility in Maryland. Departmental vehicle expense accounts will automatically be charged for gasoline used by that Department. All minor vehicle repairs and routine service shall be performed at the Public Works Department or an authorized vendor approved by the Public Works Department or the County Commissioners. The Public Works Department shall be authorized to charge departmental vehicle expense accounts for work performed. Where the Public Works Department determines that any repair work is beyond the scope of their Department, it shall be the responsibility of the Department Head to secure competitive estimates through the Fleet Management Division of the Public Works Department for the repair work.

- C. Travel Expenses: Out-of-State travel must be approved in advance by the County Commissioners, except travel to adjoining States where no overnight stay is required or travel which is entirely covered by grant funds at no cost to the County, and provided that such travel is approved by the Department Head and the Chief Administrative Officer. The request for such approval shall identify the location, purpose, and estimated cost of the trip. If a cash advance is authorized, the Department Head shall submit an itemized report of the expenses (including receipts) and return any unused cash after the completion of the trip. Reimbursement for out-of-pocket expenses may be made upon submission of adequate documentation including lodging, meals, parking, tolls, and mileage reimbursement of personal vehicles.
- D. Office Supplies: There is no central purchasing for office supplies. Each department is responsible for purchasing office supplies as needed by that department.
- E. Computer, Telephone and Copy Equipment: Except for minor supplies, all other computer, telephone and copy equipment expenses including acquisition of new equipment, programming, and maintenance contracts, shall be centrally coordinated through the County Administration Office. County Administration may assign this responsibility to another department at their sole discretion or as directed by the County Commissioners.
- F. Insurance: Procurement of insurance shall be accomplished by the County Administration Office with the assistance of the Human Resources Department. Public officials who may be required to submit fidelity bonds are responsible for procuring those bonds directly.
- G. Capital Projects: Capital construction projects shall be procured by competitive bids based on formal specifications prepared by consulting architects and engineers or the County Engineer.
- H. Professional Service Contracts: Department Heads shall be responsible for preparing a draft Request for Proposals for professional services (such as consultants) to be submitted to the County Commissioners for approval in the same manner as normal bidding procedures. The County Commissioners may exempt from competitive bidding requirements the procurement of professional services, such as: accountants, architects, attorneys, auctioneers, construction managers, consultants, engineers, financial advisors, surveyors or any other professional services determined by the County Commissioners.

IV. **Worcester County Bidding Procedures.** Unless waived by the County Commissioners, purchase of all vehicles, as well as items or groups of items purchased under the same contract from the same vendor estimated to be in excess of \$25,000, shall be purchased in accordance with the bidding procedures identified below.

A. **Applicability**

1. **Bidding Threshold.** Any item, or group of items purchased under the same contract from the same vendor, estimated to be in excess of \$25,000 shall be purchased in accordance with these procedures.
2. **Applicability.** These procedures shall apply to all County departments (except those agencies which are independent political subdivisions).
3. **Exceptions.** The County Commissioners may make exception to these procedures in the following cases:
  - (a) The County Commissioners by a 5/7 majority vote may waive bidding requirements for purchases in excess of \$25,000 when they determine that bidding would be impractical or not in the best interest of the County.
  - (b) The County Commissioners may also specifically call for these bidding procedures to be followed for purchases less than \$25,000 when they determine it to be in the best interest of the County.
  - (c) Unless the County Commissioners so determine it to be in the best interest of the County, bidding procedures shall not be applicable to the engaging of an independent auditor or the awarding of contracts for professional services such as: accountants, architects, attorneys, auctioneers, construction managers, consultants, engineers, financial advisors, surveyors or any other professional services determined by the County Commissioners.

B. **Solicitation and Advertising of Bids**

1. **Advertising.** Except as identified below, a bid notice shall be advertised at least once in the official local newspaper(s) as approved from time to time by the County Commissioners for placement of legal advertising. If, in the opinion of the Chief Administrative Officer and the Department Head for whom the purchase is being made, there is likely to be insufficient bidders within Worcester County, then a bid notice may also be advertised in other newspapers as necessary.
2. **Closed Invitation.** The County Commissioners may determine that, considering the need for special service, a product or item may be purchased only from specifically identified suppliers. In that case, a closed invitation to bid will be sent only to those suppliers on a special invitation list approved by the County Commissioners.

C. Procedures

1. Specifications and Instructions to Bidders. When an item is required to be bid, the Department Head for whom the purchase is to be made shall prepare a draft specification for approval by the County Commissioners. The County Administration Office shall be responsible for placing the advertisements. The bid notice shall generally describe the goods or work being bid, shall indicate the date when bids are due and the bid opening, and shall indicate that specifications may be picked up at the County Administration Office, at another designated location, or downloaded from the County website. The bid notice shall also state that bids shall be returned to the County Administration Office to be opened by the Chief Administrative Officer or Assistant Chief Administrative Officer at a time and date specified in the notice.
2. Addendums to Specifications. No significant changes or amendments to the specifications shall be authorized unless approved by the County Administration Office. All addendums must be submitted to the County Administration Office when issued.
3. Review and Award of Bids. After bids are opened they shall be forwarded to the Department Head for tabulation, review and recommendation to the County Commissioners for their consideration at a future meeting. In their review and approval of the bids, the County Commissioners reserve the right to reject any and all bids, waive formalities, informalities and technicalities therein, and to take whatever bid they determine to be in the best interest of the County considering lowest or best bid, quality of goods and work, time of delivery or completion, responsibility of bidders being considered, previous experience of bidders with County contracts, or any other factors they deem appropriate.
4. Procedures When No Bids Are Received. If, after the advertisement of the bid notice and bid opening date, no bids are received by the County, the County Commissioners may then direct the Department Head to solicit at least three proposals to perform the work or supply the product in accordance with the specifications from known suppliers of such products or from suppliers suggested by the County Commissioners.
5. Preference for Local Suppliers. Even when bidding is not required under the provisions of this policy, it shall be the duty of every Department Head to make every effort to purchase products from local suppliers when possible (within Worcester County) and to seek the best possible price, and get comparative prices as appropriate, for any goods or services being purchased by the County.

V. **Other Financial Management Policies.** The following additional financial management rules and procedures shall apply in cases identified below. Any activity not covered herein may be the subject of additional rules and procedures or shall be administered as provided for in Section L hereof.

- A. **Procurement of Items Subject to Inventory:** The purchase of any item of furniture or equipment which is identified by a serial number or which exceeds \$10,000 in value shall be reported to the County Treasurer for inclusion on inventory records. The purchase of any vehicle or other item which is subject to title requirements shall be titled to the "County Commissioners of Worcester County, Maryland".
- B. **Contracts:** Only the "County Commissioners of Worcester County, Maryland" or their designee may enter into contracts on behalf of the County. Such contracts must be approved by the County Commissioners. No Department Head or other employee may execute a contract on behalf of the County unless specifically authorized by the County Commissioners.
- C. **Receipts:** Departments which are responsible for collecting fees or other revenues which are to be credited to the General Fund of the County should remit those receipts to the Treasurer's Office in a timely manner (preferably daily) on forms provided by the Treasurer's Office. The report to the Treasurer should be itemized and identify each individual payor, the purpose of the payment, the amount, and any identifying license or permit number (if applicable). A receipt should be given to the individual making the payment to the County. Receipts of grant revenues must be accompanied by a copy of the check and any supporting documentation when submitted. Receipts for overtime payroll reimbursements from private businesses must be accompanied by a copy of the check as well as the invoice(s) being paid. Receipts from the State of Maryland or the federal government and their departments or agencies must be accompanied by a copy of the check and any supporting documentation when submitted.
- D. **Separate Funds and Cash Accounts:** Separate funds and cash accounts may only be maintained where authorized specifically by law, or by resolution of the County Commissioners, or as approved by the Chief Administrative Officer or Finance Officer. Where such funds exist, a full accounting of transactions and balances shall be maintained on the County's General Ledger. Routine reports may be required. Opening such accounts or failure to report any such separate cash accounts may constitute misappropriation of government funds and the County Commissioners may institute appropriate legal proceedings. All accounts must be in the name of the "County Commissioners of Worcester County, Maryland."
- E. **Interdepartmental Charges:** Where a service or task can normally be accomplished by a County department to meet the needs of another County department, then that service should be made available if it does not over-burden the normal operations of the department. The department providing the service may make a charge to the department receiving the service for actual materials, supplies expended and labor, subject to approval of the Chief Administrative Officer or their designee.
- F. **Grant Administration:** Any applications for State or Federal grants must be approved by the County Commissioners and the grant application must be signed by the President of

the County Commissioners. Each grant shall be assigned special revenue and expenditure accounts by the Budget Officer. The Department Head shall be responsible for preparing all application and reporting forms and complying with all grant conditions subject, however, to appropriate review and approval by County Administration. All grant expenditures shall be processed in accordance with normal purchasing and procurement rules including any special requirements of the grant.

- G. Payroll: Department Heads are responsible for submitting time sheets to the Treasurer's Office on a timetable and format approved by the Chief Administrative Officer or their designee. Time sheets should include the Employees' Identification Number. All payroll and personnel financial matters shall be governed in accordance with the Personnel Rules and Regulations as amended from time to time.
- H. Returned Checks: Checks received by the County for payment of a fee which are returned by the bank due to insufficient funds will be referred to the department which collected the fee. The department shall be responsible for contacting the payor to secure a good check or cash. The department should void whatever permit or license was granted pending receipt of proper payment, if full payment is not received within one week.
- I. Billing: Departments should prepare bills for services or items provided by or fees due to that department. The bill should indicate that payment should be made directly to the department. Receipts should be handled as described in the "Receipts" section of this policy.
- J. Financial Reports Available to Departments: Each Department Head shall be provided access to the financial reporting software (New World) which provides information and reports indicating the transactions for each of that department's budget accounts. Department Heads should carefully review their transaction reports in New World at least monthly and notify the Budget Officer of any discrepancies or questions.
- K. Solicitations and Donations: No County employee may solicit donations or payments for the County from the public unless specifically authorized by the County Commissioners. Any monetary donations which are made to the County or to any County department or agency must be placed and reported in an authorized fund or submitted as a General Fund receipt. Any donation of equipment must be reported to and approved by the County Commissioners prior to its delivery and, if accepted, included on inventory records. Department Heads may not use County funds for charitable donations or sponsorships.
- L. Administration and Interpretation: No deviations or changes to these Procedures and Rules shall be permitted without the approval of the County Commissioners; provided, however, that the Chief Administrative Officer shall be responsible for the administration and interpretation of the Rules as set forth herein.

AND, BE IT FURTHER RESOLVED that this Resolution shall take effect upon its passage.

PASSED AND ADOPTED this 17<sup>th</sup> day of July, 2018.

ATTEST:

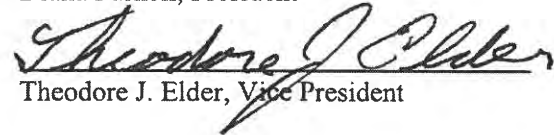
COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND



Harold L. Higgins  
Chief Administrative Officer



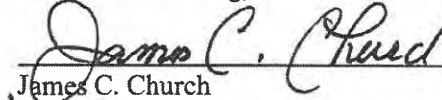
Diana Purnell, President



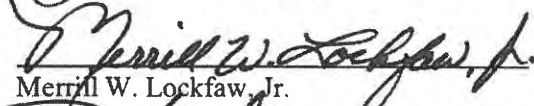
Theodore J. Elder, Vice President

\_\_\_\_\_  
Anthony W. Bertino, Jr.

\_\_\_\_\_  
Madison J. Bunting, Jr.



James C. Church



Merrill W. Lockfaw, Jr.



Joseph M. Mitrecic

## APPENDIX A

County Expense BudgetSUBTITLE II  
Financial Administration

## § CG 4-201. Expense budget.

- (a) General provisions. The Board of County Commissioners shall, by resolution, annually adopt an expense budget detailing anticipated revenues, estimated expenditures and disposition of reserve funds. The County Commissioners shall adopt, by resolution, as part of said budget, tax rates sufficient to raise anticipated tax revenues. The estimated expenditures so adopted shall not exceed the anticipated revenues and reserve funds available.
- (b) Procedures. On or before April 15 of each year, the head of each department or agency funded in whole or in part by County funds shall submit to the Administrative Director, in such form as he shall prescribe, an itemized estimate of the revenues and expenditures of the department or agency for current expenses for the next fiscal year. On or before April 30 of each year, the Administrative Director shall consolidate estimates of expenditures, revenues and reserve funds and transmit the requested expense budget to the Board of County Commissioners.
- (c) Hearing, adoption and publication. On or before May 30 of each year, the Board of County Commissioners shall hold a public hearing on the expense budget. Said budget or a fair summary thereof shall be advertised at least once per week for two weeks in a newspaper of general circulation in the County prior to the date of the public hearing, and copies of said budget shall be available for public inspection in the office of the County Commissioners. On or before the first Tuesday in June, the Board of County Commissioners shall adopt the expense budget and tax rates. The adopted budget and tax rates shall be published in a newspaper of general circulation in the county at least once per week for two weeks before September 1 of each year.
- (d) Lapsed appropriations. Except as may be specifically provided by Public General Law, Local Law or resolution of the Board of County Commissioners, all unexpended and unencumbered appropriations in the current expense budget remaining at the end of the fiscal year shall revert to the County's unappropriated surplus.
- (e) Administration and reports. The Administrative Director shall be responsible to the Board of County Commissioners for the proper administration and execution of the expense budget. The Administrative Director shall furnish records and reports relating to the expense budget as requested by the Board of County Commissioners.
- (f) Appropriation control.

- (1) No office, department, institution, board, commission or other agency of County government shall, during any fiscal year, expend or contract to expend any money or incur any liability or enter into any contract which, by its terms, involves the expenditure of moneys in excess of the amounts appropriated or allotted for that category of expenditure identified in the Commissioner's budget-approving resolution for such fiscal year without prior approval of the Board of County Commissioners. Any such contract shall be voidable at the option of the County Commissioners.
  - (2) The department head or person responsible for the administration of any department, institution, board, commission or agency budget in which there is an expenditure in excess of the amount appropriated or allotted may be held personally liable to the County Commissioners for the amount of any overexpenditure or any portion thereof where the department head knowingly and willfully permitted such overexpenditure without good cause, and the County Commissioners shall have the right of setoff against any amount due from the County Commissioners to such individual, including any salary due, to the extent necessary toward the full amount thereof. Before holding any individual personally liable, the County Commissioners shall provide the individual with a right to a hearing upon fifteen days written notice. [Amended 12-17-1985 by Bill No. 85-6]
- (g) Supplementary appropriations. The Board of County Commissioners, in order to meet emergency and unanticipated requirements, may, by resolution, make supplementary appropriations. The County Commissioners shall designate the source of funds for such supplementary appropriations.
- (h) Source of funds. The Board of County Commissioners may provide that an approved appropriation for a particular service, department or category of expenditure be funded, in whole or in part, from a specific revenue source and that funds collected from that revenue source, only to the extent necessary to satisfy the approved appropriation, be designated for that particular purpose. [Added 3-23-1982 by Bill No. 82-2]

TEL: 410-632-1194  
 FAX: 410-632-3131  
 E-MAIL: admin@co.worcester.md.us  
 WEB: www.co.worcester.md.us



OFFICE OF THE  
 COUNTY COMMISSIONERS

HAROLD L. HIGGINS, CPA  
 CHIEF ADMINISTRATIVE OFFICER  
 ROSCOE R. LESLIE  
 COUNTY ATTORNEY

COMMISSIONERS  
 JOSEPH M. MITRECIC, PRESIDENT  
 THEODORE J. ELDER, VICE PRESIDENT  
 ANTHONY W. BERTINO, JR.  
 MADISON J. BUNTING, JR.  
 JAMES C. CHURCH  
 JOSHUA C. NORDSTROM  
 DIANA PURNELL

## Worcester County

GOVERNMENT CENTER  
 ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

October 25, 2021

TO: Worcester County Commissioners  
 FROM: Karen Hammer, Administrative Assistant V  
 SUBJECT: Upcoming Board Appointments - Terms Beginning January 1, 2021

Attached, please find copies of the Board Summary sheets for all County Boards or Commissions (8), which have current or upcoming vacancies (13 total). I have circled the members whose terms have expired or will expire on each of these boards.

**President Mitrecic** - You have **One (1)** positions open:

- Marie Campione-Lawrence (**Resigned**) - replacement to the Social Services Advisory Board

**Vice President Elder** – You have **Two (2)** position needed:

- Michael Day – term ended - Tourism Advisory Committee
- Devin Bataille – has moved from the area – Recreation Advisory Board

**Commissioner Bertino** – You have **Two (2)** positions needed:

- Cathy Gallagher – term ended - Social Services Advisory Board
- Bob Poremski (**Resigned**) - replacement to the Water & Sewer Advisory Council, Ocean Pines

**Commissioner Bunting** – You have **Two (2)** position needed:

- Chris Klebe – reignied – Recreation Advisory Board
- Harry Hammond – term ended June 30, 2021 – Social Services Advisory Board

**Commissioner Nordstrom** - You have **One (1)** position needed:

- Sharon Dryden - term ended June 30, 2021 – Social Services Advisory Board

**Commissioner Church** – You have **Two (2)** position open:

- Richard Jendrek – passed – Water & Sewer Advisory Council, Mystic Harbour
- Bruce Burns -passed - Water & Sewer Advisory Council, Mystic Harbour

**Commissioner Purnell** – You have **One (1)** position open:

- Davida Washington – Housing Review Board has resigned-working for DRP

TEL: 410-632-1194  
FAX: 410-632-3131  
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WEB: www.co.worcester.md.us



OFFICE OF THE  
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DIANA PURNELL

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

### All Commissioners:

- **(1) -Drug and Alcohol Abuse Council - 1 Position** - (Passing of Dr. Cragway, Jr., also Knowledgeable of Substance Abuse Treatment), Mr. Orris hopes to have recommendations for The Commissioners later this year, however, if the Commissioners have someone they'd like to appoint, please advise.
- **(1) - At Large position on Local Development Council For the Ocean Downs Casino-4 yr.**  
Mark Wittmyer (Business – Ocean Pines)
- **(1) - Water and Sewer Advisory Council** - Ocean Pines (Bob Poremski)
- **(2) - Water and Sewer Advisory Council** – Mystic Harbour (Passing of Richard Jendrek and Bruce Burns)

## Pending Board Appointments - By Commissioner

- District 1 - Nordstrom** p. 10 - Social Services Advisory Board (Sharon Dryden) - 3-year
- District 2 - Purnell** p. 6 - Housing Review Board - resignation of Davida Washington - 3yr.
- District 3 - Church** p. 13 - Water & Sewer Advisory Council, Mystic Harbour  
Passing of Mr. Richard Jendrek and Mr. Bruce Burns
- District 4 - Eder** p. 9 - Recreation Advisory Board - Devin Bataille - moved - 4 yr.  
p. 12 - Tourism Advisory Committee (Michael Day) - 4-year
- District 5 - Bertino** p. 10 - Social Services Advisory Board (Cathy Gallagher) - 3-year  
p. 14 - Water & Sewer Advisory Council - Ocean Pines ( Bob Poremski) - 4-year
- District 6 - Bunting** p. 9 - Recreation Advisory Board - Chris Klebe - resigned- 4 yr.  
p. 10 - Social Services Advisory Board (Harry Hammond) - 3yr
- District 7 - Mitrecic** p. 10 - Social Services Advisory Board (Marie Campione-Lawrence) - 3-year

### All Commissioners

- p. 4 - **(1) - Drug and Alcohol Abuse Council;** - 1 Position - (Passing of Dr. Cragway, Jr., also Knowledgeable of Substance Abuse Treatment), Mr. Orris hopes to have recommendations for The Commissioners later this year, **however**, if the Commissioners have someone they'd like to appoint, please advise. - 4-yr
- p. 8 - **(1) Local Development Council for Ocean Downs Casino** - Mark Wittmyer - 4-year
- p. 13 - **(2) Water & Sewer Advisory Council, Mystic Harbour** - Passing of Mr. Richard Jendrek and the passing of Bruce Burns - 4-yr.
- p. 14 - **(1) Water and Sewer Advisory Council** - Ocean Pines (Bob Poremski) - 4 - year

Reference: PGL Health-General, Section 8-1001

Appointed by: County Commissioners

Functions: Advisory  
Develop and implement a plan for meeting the needs of the general public and the criminal justice system for alcohol and drug abuse evaluation, prevention and treatment services.

Number/Term: At least 18 - At least 7 At-Large, and 11 ex-officio (also several non-voting members)  
At-Large members serve 4-year terms; Terms expire December 31

Compensation: None

Meetings: As Necessary

Special Provisions: Former Alcohol and Other Drugs Task Force was converted to Drug and Alcohol Abuse Council on October 5, 2004.

Staff Contact: Jack Orris, Council Secretary, Health Department (410-632-1100, ext. 1038)  
Doug Dods, Council Chair, Sheriff's Office (410-632-1111)

Current Members:

<u>Name</u>	<u>Representing</u>	<u>Years of Term(s)</u>
<b><u>At-Large Members</u></b>		
Eric Gray (Christina Purcell)	Substance Abuse Treatment Provider	*15-18, 18-22
Sue Abell-Rodden	Recipient of Addictions Treatment Services	10-14-18, 18-22
Colonel Doug Dods	Knowledgeable on Substance Abuse Issues	04-10 (advisory),10-14-18, 18-22
Jim Freeman, Jr.	Knowledgeable on Substance Abuse Issues	04-11-15, 15-19, 19-23
Jennifer LaMade	Knowledgeable on Substance Abuse Issues	*12-15, 15-19, 19-23
Mimi Dean	Substance Abuse Prevention Provider	*18-19, 19-23
Kim Moses	Knowledgeable on Substance Abuse Issues	08-12-16-20, 20-24
Dr. Roy W. Cragway, Jr.	Knowledgeable on Substance Abuse Issues	*17-20, 20-24
Rev. James Jones	Knowledge of Substance Abuse Issues	*21-25
Tina Simmons	Knowledge of Substance Abuse Treatment	21-25

*deceased*

<b><u>Ex-Officio Members</u></b>		
Rebecca Jones	Health Officer	Ex-Officio, Indefinite
Roberta Baldwin	Social Services Director	Ex-Officio, Indefinite
Spencer Lee Tracy, Jr.	Juvenile Services, Regional Director	Ex-Officio, Indefinite
Trudy Brown	Parole & Probation, Regional Director	Ex-Officio, Indefinite
Kris Heiser	State's Attorney	Ex-Officio, Indefinite
Burton Anderson	District Public Defender	Ex-Officio, Indefinite
Sheriff Matt Crisafulli	County Sheriff	Ex-Officio, Indefinite
William Gordy (Eloise Henry Gordy)	Board of Education President	Ex-Officio, Indefinite
Diana Purnell	County Commissioners	Ex-Officio, Indefinite
Judge Brian Shockley (Jen Bauman)	Circuit Court Administrative Judge	Ex-Officio, Indefinite
Judge Gerald Purnell (Tracy Simpson)	District Court Administrative Judge	Ex-Officio, Indefinite

\* Appointed to a partial term for proper staggering, or to fill a vacant term

Donna Bounds

Warden, Worcester County Jail

Ex-Officio, Indefinite

### Advisory Members

Lt. Earl W. Starner

Maryland State Police

Since 2004

Charles "Buddy" Jenkins

Business Community - Jolly Roger Amusements

Chief Ross Buzzuro (Lt. Rick Moreck)

Ocean City Police Dept.

Leslie Brown

Hudson Health Services, Inc.

James Mcquire, P.D.

Health Care Professional - Pharmacist

Since 2018

Shane Ferguson

Wor-Wic Community College Rep.

Since 2018

Jessica Sexauer, Director

Local Behavioral Health Authority

Since 2018

### Prior Members:

Since 2004

Vince Gisriel

Mike Shamburek - Hudson Health

Michael McDermott

Shirleen Church - BOE

Marion Butler, Jr.

Tracy Tilghman (14-15)

Judge Richard Bloxom

Marty Pusey (04-15)

Paula Erdie

Debbie Goeller

Tom Cetola

Peter Buesgens

Gary James (04-08)

Aaron Dale

Vickie Wrenn

Garry Mumford

Deborah Winder

Sharon Smith

Garry Mumford

Jennifer Standish

Judge Theodore Eschenburg

Karen Johnson (14-17)

Andrea Hamilton

Rev. Bill Sterling (13-17)

Fannie Birckhead

Kat Gunby (16-18)

Sharon DeMar Reilly

William McDermott

Lisa Gebhardt

Sheriff Reggie Mason

Jenna Miller

Colleen Wareing ( \*06-19)

Dick Stegmaier

Rev. Matthew D'Amario(\*18-21)

Paul Ford

Donna Nordstron \*(19-21)

Megan Griffiths

Ed Barber

Eloise Henry-Gordy

Lt. Lee Brumley

Ptl. Noal Waters

Ptl. Vicki Fisher

Chief John Groncki

Chief Arnold Downing

Frank Pappas

Captain William Harden

Linda Busick (06-10)

Sheriff Chuck Martin

Joel Todd

Diane Anderson (07-10)

Joyce Baum (04-10)

James Yost (08-10)

Ira "Buck" Shockley (04-13)

Teresa Fields (08-13)

Frederick Grant (04-13)

Doris Moxley (04-14)

Commissioner Merrill Lockfaw

Kelly Green (08-14)

Sheila Warner - Juvenile Services

Chief Bernadette DiPino - OCPD

Chief Kirk Daugherty -SHPD

\* Appointed to a partial term for proper staggering, or to fill a vacant term

HOUSING REVIEW BOARD

Reference: Public Local Law §BR 3-104

Appointed by: County Commissioners

Function: Regulatory/Advisory  
 To decide on appeals of code official's actions regarding the Rental Housing Code. Decide on variances to the Rental Housing Code.  
 Review Housing Assistance Programs.

Number/Term 7/3 year terms  
 Terms expire December 31st

Compensation: \$100 per meeting (policy)

Meetings: As Needed

Special Provisions: Immediate removal by Commissioners for failure to attend meetings.

Staff Support: Development Review & Permitting Department  
 Housing Program Administrator - 410-632-1200, x 1171

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Terms(s)</u>
Jake Mitrecic	D-7, Mitrecic	Ocean City	15-18, 18-21
C. D. Hall	D-1, Nordstrom	Pocomoke	10-13-16-19, 19-22
Debbie Hileman	D-6, Bunting	Ocean Pines	10-13-16-19, 19-22
Chase Church	D-3, Church	Ocean Pines	*19-20, 20-23
Scott Tingle	D-4, Elder	Snow Hill	14-17-20, 20-23
Donna Dillon	D-5, Bertino	Ocean Pines	08-11-14-17-20-23
David Washington	D-2, Purnell	Ocean Pines	*21-24

*Resigned  
 See attached  
 Letter*

Prior Members:

- |                            |                            |
|----------------------------|----------------------------|
| Phyllis Mitchell           | Albert Bogdon (02-06)      |
| William Lynch              | Jamie Rice (03-07)         |
| Art Rutter                 | Howard Martin (08)         |
| William Buchanan           | Marlene Ott (02-08)        |
| Christina Alphonso         | Mark Frostrom, Jr. (01-10) |
| Elsie Purnell              | Joseph McDonald (08-10)    |
| William Freeman            | Sherwood Brooks (03-12)    |
| Jack Dill                  | Otho Mariner (95-13)       |
| Elbert Davis               | Becky Flater (13-14)       |
| J. D. Quillin, III (90-96) | Ruth Waters (12-15)        |
| Ted Ward (94-00)           | John Glorioso (*06-19)     |
| Larry Duffy (90-00)        | Sharon Teagle (00-20)      |
| Patricia McMullen (00-02)  |                            |
| William Merrill (90-01)    |                            |
| Debbie Rogers (92-02)      |                            |
| Wardie Jarvis, Jr. (96-03) |                            |

\* = Appointed to fill an unexpired term



Department of Development Review & Permitting  
Worcester County Government Center \* One West Market Street - Room 1201  
Snow Hill, Maryland 21863

ITEM 18

October 13, 2021

Karen Hammer, Office Assistant  
Worcester County Commissioners  
Worcester County Government Center  
1 W. Market St. Room 1103  
Snow Hill, MD 21863

Dear Karen,

Good morning. Please accept this letter as my resignation as a member of the Housing Review Board due to accepting the position of the Housing Rehabilitation Program Coordinator.

Thank you.

Sincerely,

*Dauida T. Washington*

Dauida T. Washington  
Wor. Co. Housing Rehab. Program Coor.

**LOCAL DEVELOPMENT COUNCIL  
FOR THE OCEAN DOWNS CASINO**

**ITEM 18**

Reference: Subsection 9-1A-31(c) - State Government Article, Annotated Code of Maryland

Appointed by: County Commissioners

Function: Advisory  
Review and comment on the multi-year plan for the expenditure of the local impact grant funds from video lottery facility proceeds for specified public services and improvements; Advise the County on the impact of the video lottery facility on the communities and the needs and priorities of the communities in the immediate proximity to the facility.

Number/Term: 15/4-year terms; Terms Expire December 31

Compensation: None

Meetings: At least semi-annually

Special Provisions: Membership to include State Delegation (or their designee); one representative of the Ocean Downs Video Lottery Facility, seven residents of communities in immediate proximity to Ocean Downs, and four business or institution representatives located in immediate proximity to Ocean Downs.

Staff Contacts: Kim Moses, Public Information Officer, 410-632-1194  
Roscoe Leslie, County Attorney, 410-632-1194

**Current Members:**

<u>Member's Name</u>	<u>Nominated By</u>	<u>Represents/Resides</u>	<u>Years of Term(s)</u>
Mark Wittmyer	At-Large	Business - Ocean Pines	15-19
Gee Williams °	Dist. 3 - Church	Resident - Berlin	09-13-17, 17-21
Bob Gilmore	Dist. 5 - Bertino	Resident - Ocean Pines	*19-21
David Massey °	At-Large	Business - Ocean Pines	09-13-17, 17-21
Bobbi Sample	Ocean Downs Casino	Ocean Downs Casino	17-indefinite
Cam Bunting °	At-Large	Business - Berlin	*09-10-14-18, 18-22
Matt Gordon	Dist. 1 - Nordstrom	Resident - Pocomoke	19-22
Mary Beth Carozza		Maryland Senator	14-18, 18-22
Wayne A. Hartman		Maryland Delegate	18-22
Charles Otto		Maryland Delegate	14-18, 18-22
Roxane Rounds	Dist. 2 - Purnell	Resident - Berlin	*14-15-19, 19-23
Michael Donnelly	Dist. 7 - Mitrecic	Resident - Ocean City	*16-19, 19-23
Steve Ashcraft	Dist. 6 - Bunting	Resident - Ocean Pines	*19-20, 20-24
Gary Weber	Dist. 4 - Elder	Resident - Snow Hill	*19-20, 20-24
Mayor Rick Meehan °	At-Large	Business - Ocean City	*09-12-16-20-24

*Terry Ended*

**Prior Members:**

J. Lowell Stoltzfus ° (09-10)  
Mark Wittmyer ° (09-11)  
John Salm ° (09-12)  
Mike Pruitt ° (09-12)  
Norman H. Conway ° (09-14)  
Michael McDermott (10-14)  
Diana Purnell ° (09-14)  
Linda Dearing (11-15)

**Since 2009**

Todd Ferrante ° (09-16)  
Joe Cavilla (12-17)  
James N. Mathias, Jr. ° (09-18)  
Ron Taylor ° (09-14)  
James Rosenberg (09-19)  
Rod Murray ° (\*09-19)

Charlie Dorman (12-19)

\* = Appointed to fill an unexpired term/initial terms staggered  
° = Charter Member

RECREATION ADVISORY BOARD

Reference: County Commissioners' Action 6/13/72 and Resolution of 12/27/83 and Resolution 97-51 of 12/23/97 and Resolution 03-6 of 2/18/03

Appointed by: County Commissioners

Function: Advisory  
 Provide the County with advice and suggestions concerning the recreation needs of the County and recommendations regarding current programs and activities offered.  
 Review and comment on proposed annual Recreation Department budget.

Number/Term: 7/4-year term  
 Terms expire December 31st

Compensation: \$100 per meeting expense allowance, subject to funding

Meetings: At least quarterly, more frequently as necessary

Special Provisions: One member nominated by each County Commissioner

Staff Support: Recreation and Parks Department - Lisa Gebhardt (410) 632-2144

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Norman Bunting, Jr.	D-3, Church	Berlin	*16-17, 17-21
Chris Klebe	D-6, Bunting	Bishopville	*11-13-17, 17-21 Resigned
Alvin Handy	D-2, Purnell	Ocean City	06-10-14-18, 18-22
John Gehrig	D-7, Mitrecic	Ocean City	14-18, 18-22
Devin Bataille	D-4, Elder	Snow Hill	19-23 Moved From Area
Mike Hooks	D-1, Nordstrom	Pocomoke	12-16-20, 20-24
Missy Denault	D-5, Bertino	Berlin	*15-16-20, 20-24

Prior Members: Since 1972

Howard Taylor	Cyrus Teter	Gregory Purnell (83-96)	Sonya Bounds (12-15)
Arthur Shockley	Warren Mitchell	Vernon Redden, Jr. (83-98)	Burton Anderson (05-15)
Rev. Ray Holsey	Edith Barnes	Richard Ramsay (93-98)	William Regan (02-16)
William Tingle	Glen Phillips	Mike Daisy (98-99)	Shawn Johnson (15-19)
Mace Foxwell	Gerald Long	Cam Bunting (95-00)	
Nelson Townsend	Lou Ann Garton	Charlie Jones (98-03)	
J.D. Townsend	Milton Warren	Rick Morris (03-05)	
Robert Miller	Ann Hale	Gregory Purnell (97-06)	
Jon Stripling	Claude Hall, Jr.	George "Eddie" Young (99-08)	
Hinson Finney	Vernon Davis	Barbara Kissel (00-09)	
John D. Smack, Sr.	Rick Morris	Alfred Harrison (92-10)	
Richard Street	Joe Lieb	Janet Rosensteel (09-10)	
Ben Nelson	Donald Shockley	Tim Cadotte (02-12)	
Shirley Truitt	Fulton Holland (93-95)	Craig Glover (08-12)	
		Joe Mitrecic (10-14)	

\* = Appointed to fill an unexpired term

SOCIAL SERVICES ADVISORY BOARD

Reference: Human Services Article - Annotated Code of Maryland - Section 3-501

Appointed by: County Commissioners

Functions: Advisory  
 Review activities of the local Social Services Department and make recommendations to the State Department of Human Resources.  
 Act as liaison between Social Services Dept. and County Commissioners.  
 Advocate social services programs on local, state and federal level.

Number/Term: 9 to 13 members/3 years  
 Terms expire June 30th

Compensation: None - (Reasonable Expenses for attending meetings/official duties)

Meetings: 1 per month (Except June, July, August)

Special Provisions: Members to be persons with high degree of interest, capacity & objectivity, who in aggregate give a countywide representative character.  
 Maximum 2 consecutive terms, minimum 1-year between reappointment  
 Members must attend at least 50% of meetings  
 One member (ex officio) must be a County Commissioner  
 Except County Commissioner, members may not hold public office.

Staff Contact: Roberta Baldwin, Director of Social Services - (410-677-6806)

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Cathy Gallagher	D-5, Bertino	Ocean Pines	*13-14-17, 17-20
Harry Hammond	D-6, Bunting	Bishopville	15-18, 18-21
Sharon Dryden	D-1, Nordstrom	Pocomoke City	*20-21
Diana Purnell	ex officio - Commissioner		14-18, 18-22
Voncelia Brown	D-3, Church	Berlin	16-19, 19-22
Mary White	At-Large	Berlin	*17-19, 19-22
Maria Campione-Lawren	D-7, Mitrecic	Ocean City	16-19, 19-22
Nancy Howard	D-2, Purnell	Ocean City	09-16-17-20, 20-23
Karen Hammer	D-4, Elder	Snow Hill	21-24

*Terms Ended*  
*Term Ended*  
*Resigned*

\* = Appointed to fill an unexpired term

**SOCIAL SERVICES BOARD**  
(Continued)

Prior Members: (Since 1972)

James Dryden	Jeanne Lynch (00-02)
Sheldon Chandler	Michael Reilly (00-03)
Richard Bunting	Oliver Waters, Sr. (97-03)
Anthony Purnell	Charles Hinz (02-04)
Richard Martin	Prentiss Miles (94-06)
Edward Hill	Lakeshia Townsend (03-06)
John Davis	Betty May (02-06)
Thomas Shockley	Robert "BJ" Corbin (01-06)
Michael Delano	William Decoligny (03-06)
Rev. James Seymour	Grace Smearman (99-07)
Pauline Robertson	Ann Almand (04-07)
Josephine Anderson	Norma Polk-Miles (06-08)
Wendell White	Anthony Bowen (96-08)
Steven Cress	Jeanette Tressler (06-09)
Odetta C. Perdue	Rev. Ronnie White (08-10)
Raymond Redden	Belle Redden (09-11)
Hinson Finney	E. Nadine Miller (07-11)
Ira Hancock	Mary Yenney (06-13)
Robert Ward	Dr. Nancy Dorman (07-13)
Elsie Bowen	Susan Canfora (11-13)
Faye Thomes	Judy Boggs (02-14)
Frederick Fletcher	Jeff Kelchner (06-15)
Rev. Thomas Wall	Laura McDermott (11-15)
Richard Bundick	Emma Klein (08-15)
Carmen Shrouck	Wes McCabe (13-16)
Maude Love	Nancy Howard (09-16)
Reginald T. Hancock	Judy Stinebiser (13-16)
Elsie Briddell	Arlette Bright (11-17)
Juanita Merrill	Tracey Cottman (15-17)
Raymond R. Jarvis, III	Ronnie White (18-19)
Edward O. Thomas	Wayne Ayer *(19-20)
Theo Hauck	Faith Coleman (15-21)
Marie Doughty	
James Taylor	
K. Bennett Bozman	
Wilson Duncan	
Connie Quillin	
Lela Hopson	
Dorothy Holzworth	
Doris Jarvis	
Eugene Birckett	
Eric Rauch	
Oliver Waters, Sr.	
Floyd F. Bassett, Jr.	
Warner Wilson	
Mance McCall	
Louise Matthews	
Geraldine Thweat (92-98)	
Darryl Hagy (95-98)	
Richard Bunting (96-99)	
John E. Bloxom (98-00)	
Katie Briddell (87-90, 93-00)	
Thomas J. Wall, Sr. (95-01)	
Mike Pennington (98-01)	
Desire Becketts (98-01)	
Naomi Washington (01-02)	
Lehman Tomlin, Jr. (01-02)	

\* = Appointed to fill an unexpired term

Updated: September 7, 2021  
Printed: October 26, 2021

Reference: County Commissioners' Resolution of May 4, 1999 and 03-6 of 2/18/03

Appointed by: County Commissioners

Function: Advisory  
 Advise the County Commissioners on tourism development needs and recommend programs, policies and activities to meet needs, review tourism promotional materials, judge tourism related contests, review applications for State grant funds, review tourism development projects and proposals, establish annual tourism goals and objectives, prepare annual report of tourism projects and activities and evaluate achievement of tourism goals and objectives.

Number/Term: 7/4-Year term - Terms expire December 31st

Compensation: \$100 per meeting expense allowance

Meetings: At least bi-monthly (6 times per year), more frequently as necessary

Special Provisions: One member nominated by each County Commissioner

Staff Contact: Tourism Department – Melanie Pursel, Director of Tourism 410-632-3110

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)<sup>2</sup></u>
Michael Day	D-4, Elder	Snow Hill	*19
Josh Davis	D-5, Bertino	Berlin	*19-21
Lauren Taylor	D-7, Mitrecic	Ocean City	13-17, 17-21
Gregory Purnell	D-2, Purnell	Berlin	14-18, 18-22
Barbara Tull	D-1, Nordstrom	Pocomoke	03-11-15-19, 19-23
Ruth Waters	D-6, Bunting	Bishopville	19-23
Elena Ake	D-3, Church	West Ocean City	*16-20, 20-24

*Term Ended*

Prior Members: Since 1972

Isaac Patterson <sup>1</sup>	Barry Laws (99-03)	Molly Hilligoss (15-18)
Lenora Robbins <sup>1</sup>	Klein Leister (99-03)	Denise Sawyer (*18-19)
Kathy Fisher <sup>1</sup>	Bill Simmons (99-04)	Isabel Morris (11-19)
Leroy A. Brittingham <sup>1</sup>	Bob Hulburd (99-05)	
George "Buzz" Gering <sup>1</sup>	Frederick Wise (99-05)	
Nancy Pridgeon <sup>1</sup>	Wayne Benson (05-06)	
Marty Batchelor <sup>1</sup>	Jonathan Cook (06-07)	
John Verrill <sup>1</sup>	John Glorioso (04-08)	
Thomas Hood <sup>1</sup>	David Blazer (05-09)	
Ruth Reynolds (90-95)	Ron Pilling (07-11)	
William H. Buchanan (90-95)	Gary Weber (99-03, 03-11)	
Jan Quick (90-95)	Annemarie Dickerson (99-13)	
John Verrill (90-95)	Diana Purnell (99-14)	
Larry Knudsen (95)	Kathy Fisher (11-15)	
Carol Johnsen (99-03)	Linda Glorioso (08-16)	
Jim Nooney (99-03)	Teresa Travatello (09-18)	

\* = Appointed to fill an unexpired term

1 = Served on informal ad hoc committee prior to 1990, Committee abolished between 1995-1999

2 = All members terms reduced by 1-year in 2003 to convert to 4-year terms

**WATER AND SEWER ADVISORY COUNCIL  
MYSTIC HARBOUR SERVICE AREA**

Reference: County Commissioners' Resolutions of 11/19/93 and 2/1/05

Appointed by: County Commissioners

Function: Advisory  
Advise Commissioners on water and sewer needs of the Service Area; review amendments to Water and Sewer Plan; make recommendations on policies and procedures; review and recommend charges and fees; review annual budget for the service area.

Number/Term: 7/4-year terms  
Terms Expire December 31

Compensation: None

Meetings: Monthly or As-Needed

Special Provisions: Must be residents of Mystic Harbour Service Area

Staff Support: Department of Public Works - Water and Wastewater Division  
John Ross - (410-641-5251)

Current Members:

<u>Member's Name</u>	<u>Resides</u>	<u>Years of Term(s)</u>	
Martin Kwesko	Mystic Harbour	13-17, 17-21	
Richard Jendrek <sup>C</sup>	Bay Vista I	05-10-14-18, 18-22	Deceased
Matthew Kraeuter	Ocean Reef	19-22	
Joseph Weitzell <sup>C</sup>	Mystic Harbour	05-11-15-19, 19-23	
Bruce Burns	Deer Point	19-23	Deceased
David Dypsky	Teal Marsh Center	*10-12-16, 16-20, 20-24	
Stan Cygam	Whispering Woods	*18-20, 20-24	

Prior Members: (Since 2005)

John Pinnero <sup>C</sup> (05-06)	Carol Ann Beres (14-18)
Brandon Phillips <sup>C</sup> (05-06)	Bob Hunt (*06-19)
William Bradshaw <sup>C</sup> (05-08)	
Buddy Jones (06-08)	
Lee Trice <sup>C</sup> (05-10)	
W. Charles Friesen <sup>C</sup> (05-13)	
Alma Seidel (08-14)	
Gerri Moler (08-16)	
Mary Martinez (16-18)	

<sup>C</sup> = Charter member - Initial Terms Staggered in 2005  
\* = Appointed to fill an unexpired term

**WATER AND SEWER ADVISORY COUNCIL  
OCEAN PINES SERVICE AREA**

Reference: County Commissioners' Resolution of November 19, 1993

Appointed by: County Commissioners

Function: Advisory  
Advise Commissioners on water and sewer needs of the Service Area; review amendments to Water and Sewer Plan; make recommendations on policies and procedures; review and recommend charges and fees; review annual budget for the service area.

Number/Term: 5/4-year terms  
Terms Expire December 31

Compensation: None

Meetings: Monthly

Special Provisions: Must be residents of Ocean Pines Service Area

Staff Support: Department of Public Works - Water and Wastewater Division  
John Ross - (410-641-5251)

Current Members:

<u>Name</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Gregory R. Sauter, P.E.	Ocean Pines	17-21
John F. (Jack) Collins, Jr.	Ocean Pines	*18-21
James Spicknall	Ocean Pines	07-10-14-18, 18-22
Bob Poremski	Ocean Pines	*17-19, 19-23
Frederick Stiehl	Ocean Pines	*06-08-12-16-20, 20-24

*Resigned*

Prior Members: (Since 1993)

- Andrew Bosco (93-95)
- Richard Brady (96-96, 03-04)
- Michael Robbins (93-99)
- Alfred Lotz (93-03)
- Ernest Armstrong (93-04)
- Jack Reed (93-06)
- Fred Henderson (04-06)
- E. A. "Bud" Rogner (96-07)
- David Walter (06-07)
- Darwin "Dart" Way, Jr. (99-08)
- Aris Spengos (04-14)
- Gail Blazer (07-17)
- Mike Hegarty (08-17)
- Michael Reilly (14-18)

\* = Appointed to fill an unexpired term

**Notice of Public Hearing  
on  
Disposal of Surplus Real Estate**

The County Commissioners of Worcester County, Maryland propose to quitclaim a .08848± acre parcel located in the Town of Berlin, on the east side of Harrison Avenue near North Main Street, and designated as Item No. 2 in a deed and plat recorded in the land records of Worcester County in Liber FWH 418, folio 263 to the Berlin Fire Company, Inc. for zero consideration.

The **PUBLIC HEARING** on this disposal of surplus real estate will be held on  
**TUESDAY, NOVEMBER 2, 2021 at 10:30 A.M.**  
in the Commissioners' Meeting Room, Room 1101 – Government Center  
One West Market Street, Snow Hill, Maryland 21863

Questions may be directed to Weston S. Young, Chief Administrative Officer, by calling 410-632-1194, or by email at [weston.young@co.worcester.md.us](mailto:weston.young@co.worcester.md.us).

**WORCESTER COUNTY COMMISSIONERS**



**Berlin Fire Company, Inc.**  
**Berlin Fire Company Emergency Services, Inc.**

214 North Main Street  
Berlin, Maryland 21811-1004  
410-641-1977 • 410-641-2494 FAX  
[www.berlinfire.com](http://www.berlinfire.com)



September 28, 2021

Worcester County Commissioners  
1 West Market Street, Room 1103  
Snow Hill, MD 21863

\*\*via email\*\*

Dear Commissioners:

Berlin Fire Company, Inc. would request your consideration in declaring surplus and donating to the Berlin Fire Company, Inc., the small parcel of vacant land that is approximately 18 feet wide by 223 feet long on the easterly side of Harrison Avenue across from the Berlin Branch of the Worcester County Library.

We were notified by Ken Whited, Retired Maintenance Superintendent this parcel was determined to be owned by the Worcester County during the library construction survey and was used by the County to stage construction trailers and supplies during construction of the new library branch. At present, it is vacant and requires the county maintenance staff to remember to pick up trash and cut grass on this small parcel across Harrison Avenue from the library.

This donation would allow the fire company some additional parking during events and to have contiguous land to all of our existing property west of the railroad tracks and remove the additional maintenance required by county staff.

If the Commissioners agree to proceed, please contact Joe Moore for coordination of the legal documents necessary to execute the property transfer. Please contact me if any additional information is needed.

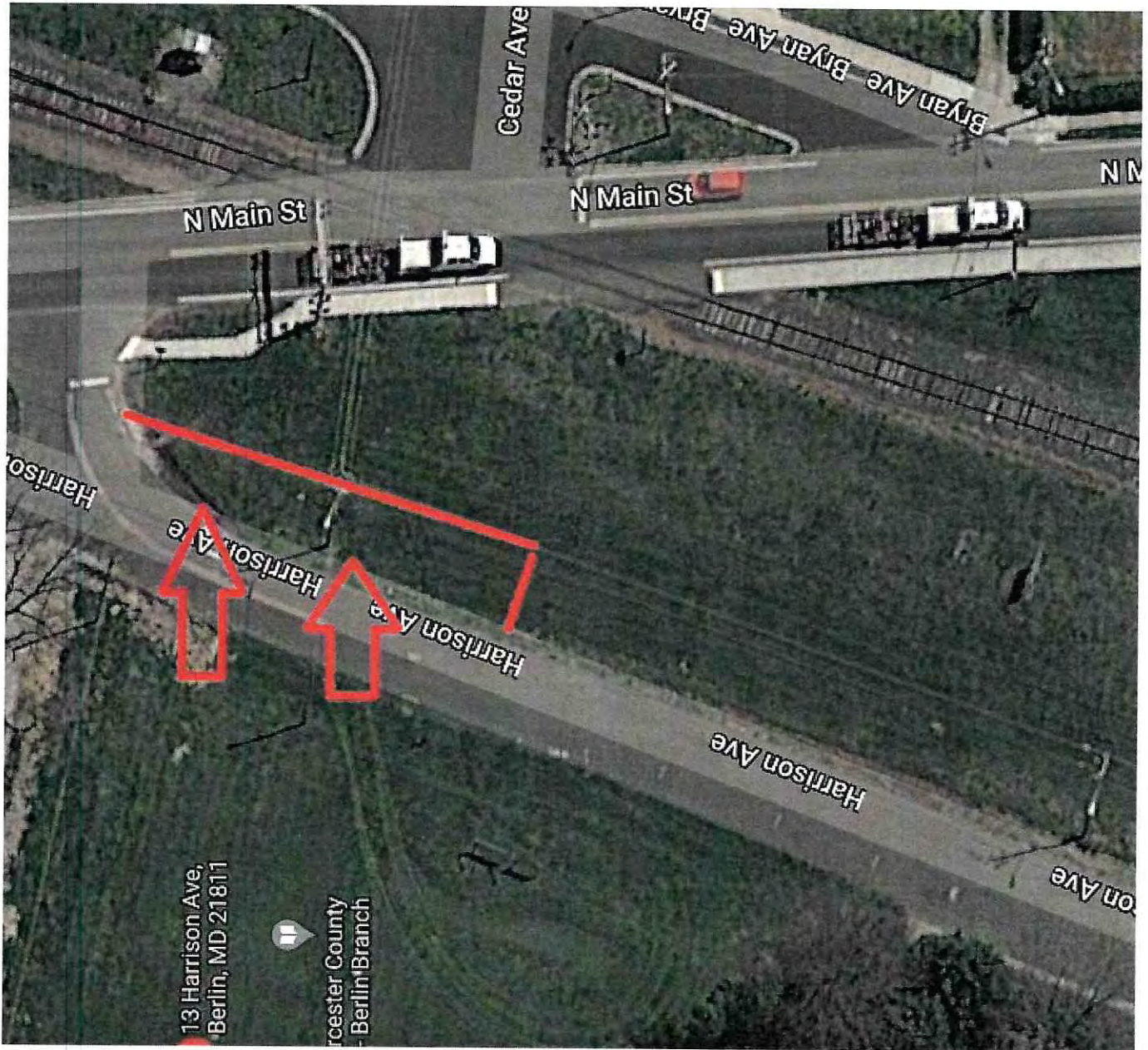
Thank you for your consideration in this matter.

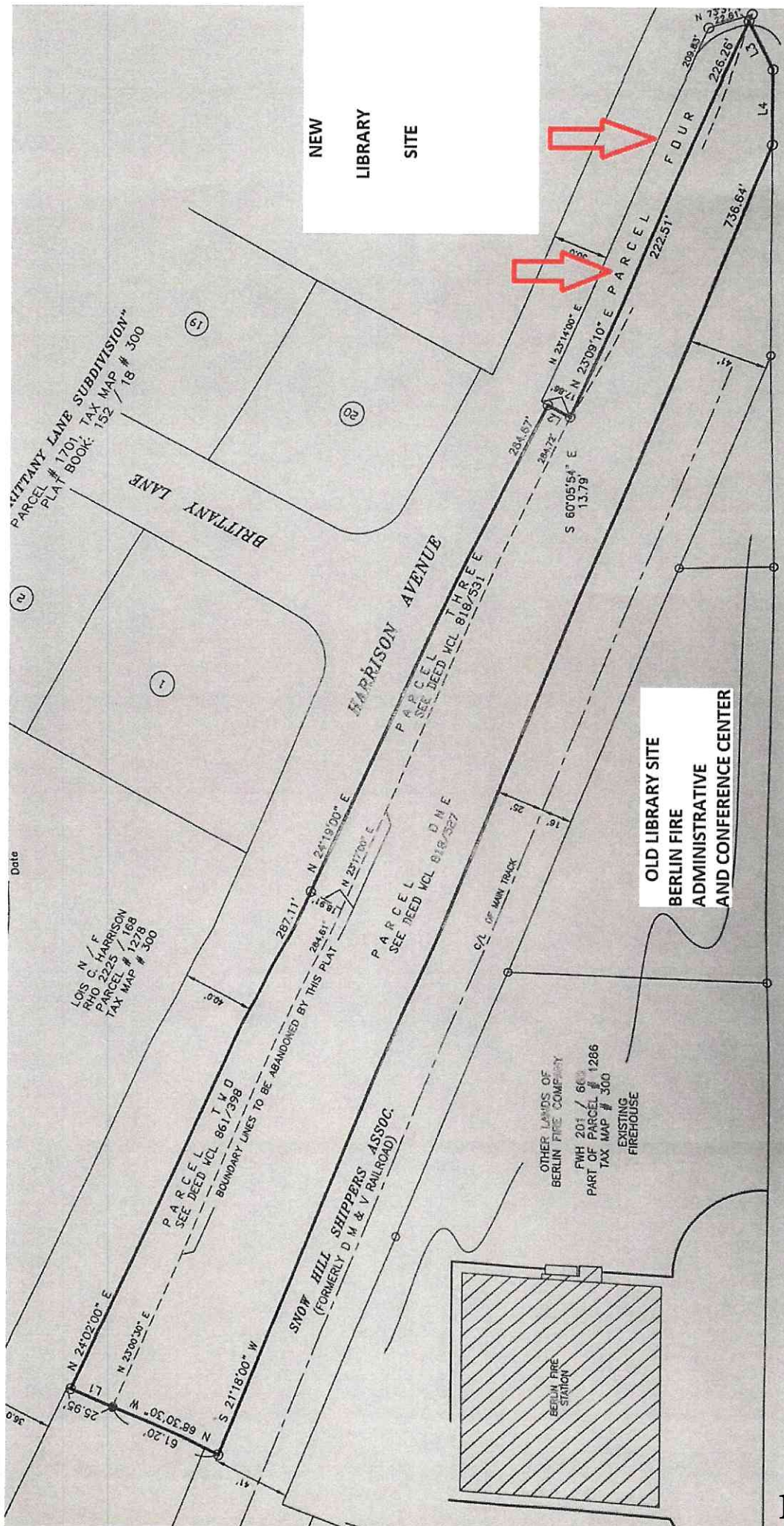
Sincerely,

David A. Fitzgerald  
President  
Berlin Fire Company, Inc.

CC: Joe Moore, Fire Company Attorney  
Jennifer Ranck, Library Director

Attachments







**Worcester County Fire-EMS  
Strategic Planning Committee**

**To: Worcester County Commissioners  
VIA: Weston Young, Chief Administrative Officer  
Re: Fire Response--Out of Town Run Grant—Arrive/Respond Funding  
Da: October 25, 2021**

.....

At past meetings with the County Commissioners, EMS Captains, Fire Chiefs, and Presidents we have discussed the out of town run grant allocation regarding “response” versus “arrive on the scene”. At present, a fire company vehicle must arrive on the scene to receive credit for the \$1,000 per call allocation.

As a follow up to our discussion at our last committee meeting regarding the requirement to arrive on the scene after a 911 dispatched fire response to receive credit for the \$1,000 per run grant. We would like to request the Commissioners consider a \$500 per run allocation for responding only and continue the \$1,000 for an on scene arrival. This would allow apparatus to return to service and still receive funds to offset the costs of the response and still continue the on-scene reimbursement for arrival response and on-scene actions.

We would welcome the opportunity to discuss this in further detail before the next budget cycle.



**Worcester County Fire-EMS  
Strategic Planning Committee**

**To: Worcester County Commissioners  
VIA: Weston Young, Chief Administrative Officer  
Re: Update to County Commissioners Specific to Additional EMS Personnel  
Funds Granted for FY21-22  
Da: October 25, 2021**

.....

We would like to provide an update to the entire Worcester County Commissioners on the positive impact of the additional Emergency Medical Services personnel funds that we approved for the FY21-22 budget.

Attached is the current staffing levels and actions taken by all the Emergency Medical Services organizations using this funding.

**EMS Supplemental Funding Summary  
FY21-22 First Quarter—July 1 – September 30, 2022**Pocomoke

Now staffing two full crews 24 hours/7 days a week---added one EMT and one paramedic  
Paramedic Salary and Benefits--\$59,508 EMT Salary and Benefits--\$61,813.20

Snow Hill

Now staffing two full crews Monday to Thursday from 7 am to 5 pm and Friday, Saturday, and Sunday 7 am to 7 pm---hiring 4 additional EMT

Newark

Beginning September 1 staffing one full crew 24 hours/7 days a week and increased their payrates

EMT= \$61,880 Pay increases= \$27,375 (estimated)  
Insurance Increases/Payroll Taxes= \$15,500

Berlin

Now staffing two full crews from 7 am to 7 pm/7 days a week, hired two full time EMT and increased part time EMT pay

2 Full Time EMT Salary and Benefits=\$97,286.32 (started full time Sept 1)  
Part Time Coverage July and August=\$14,434.00  
Available for Coverage when full time EMT off=\$3,279.68

Ocean City

Coverage for "Paramedic 7" which is an ambulance staffed with a paramedic and EMT to primarily respond to the West Ocean City area

EMT Salary = \$49,478.09 Paramedic Salary = \$59,533.27 Benefits = \$50,653.38

Showell

Now staffing one full crew 24 hours/7 days week

EMT additional hours =\$82,134.86  
Increase EMT pay \$2.25 hour and Paramedic pay \$1.50 hour  
EMT and Paramedic Pay Adjustments for total payroll of \$368,316.92

Bishopville

Now staffing one full time crew 24 hours/7 days week

Ocean Pines

Now staffing two full crews during the day  
Providing additional pay coverage and volunteer incentives to cover open shifts

Medical Assist CompaniesStockton

Now staffing 7 am to 7 pm with one EMS provider/firefighter  
Staffing on Saturday and Sunday when known volunteer shortages  
Total to be Spent in FY22= \$99,161.00

Girdletree

Now staffing 7 am to 5 pm/7 days per week  
Provides EMS driver to Snow Hill and Pocomoke as needed